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4/95

# *Coastal Carolina Community College*



*Catalog 1994 - 1995*

# PURPOSE OF COASTAL CAROLINA COMMUNITY COLLEGE

Coastal Carolina Community College is an "open door" community college serving the residents of eligible age in Onslow County and surrounding areas. Coastal acknowledges and values cultural, gender, racial and ethnic diversity and is dedicated to providing access to quality educational programs regardless of disability or previous educational attainment within the limits of available resources. The curriculum programs are designed to provide college transfer, technical, and vocational education. The continuing education offerings are designed to provide occupational skill training, basic skills and community service education. With these educational offerings, plus other training and development activities coordinated by the college, Coastal promotes the economic development of Onslow County.

## EXTENDED STATEMENT OF PURPOSE

- \* To provide courses in the arts and sciences that will lead to an associate degree, transfer to a senior institution, fulfill related course requirements in certain occupational curricula, or provide general education enrichment.
- \* To provide job entry technical education in the applied sciences, and vocational education in the Trades which lead to an associate degree, diploma or certificate.
- \* To provide a student-centered, pre-college credit program of developmental instruction to prepare students for admission to college transfer, technical and vocational curricula.
- \* To provide for the continuing education needs of business/industry and the community through occupational training/retraining and basic skills enhancement.
- \* To provide for the personal enrichment of Onslow County residents through cultural presentations and community based avocational offerings.
- \* To provide support services that ensure convenient facilities, together with student services, Library support, administrative procedures and resources that afford the greatest assurance of student success.
- \* To provide an aggressive program of economic development activities and training in coordination with the Economic Development Commission, Chamber of Commerce, Committee of 100, Small Business Administration, Employment Security Commission, the major military commands in the area, and other agencies directly involved in economic development that will attract new jobs to Onslow County and encourage the creation/expansion of employment opportunities within the County.

C378  
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CATALOG  
ANNOUNCEMENT OF COURSES  
AND PROGRAMS  
FOR  
1994-95

COASTAL CAROLINA  
COMMUNITY COLLEGE

444 WESTERN BOULEVARD  
JACKSONVILLE, NORTH CAROLINA 28546  
TELEPHONE: 455-1221

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AN EQUAL OPPORTUNITY INSTITUTION

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A SECTION 504/ADA COMPLIANCE INSTITUTION

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# COASTAL CAROLINA COMMUNITY COLLEGE ACADEMIC CALENDAR

## SUMMER QUARTER 1994-95 FULL SESSION

MAY 31	CLASSES BEGIN
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 11-15	SUMMER BREAK (FACULTY)
JULY 19	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
AUGUST 9	INCOMPLETES FROM PREVIOUS QUARTER DUE
AUGUST 23	SUMMER QUARTER ENDS
AUGUST 26	GRADUATION

## FIRST SPLIT SESSION

MAY 31	CLASSES BEGIN
JUNE 21	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 8	FIRST SPLIT SESSION ENDS

## SECOND SPLIT SESSION

JULY 18	CLASSES BEGIN
AUGUST 5	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
AUGUST 9	INCOMPLETES FROM PREVIOUS QUARTER DUE
AUGUST 23	SECOND SPLIT SESSION ENDS
AUGUST 26	GRADUATION

## FALL QUARTER 1994-95

SEPTEMBER 1	CLASSES BEGIN
SEPTEMBER 5	LABOR DAY HOLIDAY
OCTOBER 14	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
NOVEMBER 3	INCOMPLETES FROM PREVIOUS QUARTER DUE
NOVEMBER 11	VETERANS DAY HOLIDAY
NOVEMBER 18	FALL QUARTER ENDS

## WINTER QUARTER 1994-95

NOVEMBER 24, 25	THANKSGIVING HOLIDAY
NOVEMBER 28	CLASSES BEGIN
DECEMBER 19- JANUARY 1	CHRISTMAS HOLIDAY
JANUARY 2	CLASSES RESUME 8:00 AM
JANUARY 16	MARTIN LUTHER KING HOLIDAY
JANUARY 23	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
FEBRUARY 13	INCOMPLETES FROM PREVIOUS QUARTER DUE
FEBRUARY 27	WINTER QUARTER ENDS

### SPRING QUARTER 1994-95

MARCH 6	CLASSES BEGIN
APRIL 14, 17	EASTER HOLIDAY
APRIL 18	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
MAY 9	INCOMPLETES FROM PREVIOUS QUARTER DUE
MAY 23	SPRING QUARTER ENDS
MAY 26	GRADUATION
MAY 29	MEMORIAL DAY HOLIDAY

### SUMMER QUARTER 1995-96 FULL SESSION

MAY 31	CLASSES BEGIN
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 10-14	SUMMER BREAK (FACULTY)
JULY 19	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
AUGUST 9	INCOMPLETES FROM PREVIOUS QUARTER DUE
AUGUST 23	SUMMER QUARTER ENDS

### FIRST SPLIT SESSION

MAY 31	CLASSES BEGIN
JUNE 20	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
JULY 4	INDEPENDENCE DAY HOLIDAY
JULY 7	FIRST SPLIT SESSION ENDS

### SECOND SPLIT SESSION

JULY 17	CLASSES BEGIN
AUGUST 7	LAST DAY TO WITHDRAW WITHOUT GRADE OF "F"
AUGUST 9	INCOMPLETES FROM PREVIOUS QUARTER DUE
AUGUST 23	SECOND SPLIT SESSION ENDS

# GENERAL INFORMATION

## STATEMENT OF CATALOG POLICY

Coastal Carolina Community College issues this catalog for the purpose of furnishing students and other interested persons with information about the college and its programs. The provisions in this publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The college reserves the right to change any provisions or requirement at any time within the student's term of residence or to add or withdraw course offerings.

## CATALOG OF RECORD

A student who is in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on his/her date of entry or he/she has the option of choosing the requirements of a subsequent revised issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date, or a subsequent issue.



## THE COLLEGE

### HISTORY

The State of North Carolina recognized the need to provide additional post-high school opportunities as early as 1957. The development of Industrial Education Centers was approved by the General Assembly and by 1962, twenty (20) institutions were approved.

In the Fall of 1963, the Onslow County Board of Education and the Superintendent of Schools, Mr. J. Paul Tyndall, asked the Onslow County Commissioners to purchase forty (40) acres of property on U.S. Highway 17 for the establishment of an Industrial Education Center. The newly established Industrial Education Center was a unit of the Lenoir County Technical Institute.

The untiring efforts of Representative Hugh A. Ragsdale, Representative William D. Mills, and Senator Carl Venters secured appropriation from the 1965 General Assembly to establish a separate institution for Onslow County. The North Carolina State Board of Education approved the Onslow County Industrial Education Center on July 1, 1965.

The continuous increase in enrollment of the Industrial Education Center gave evidence of the wide and varied needs of the area. Local support was necessary for the growing institute. The people of Onslow County, by referendum in the Fall of 1965, voted for a seven cents per hundred dollars evaluation on property for the center. The Board of Trustees, realizing that a technical institute could more adequately provide vocational and technical education opportunity for the area, requested that the State Board of Education grant technical institute status to the center. Onslow Industrial Education Center became Onslow Technical Institute on May 4, 1967.

A rapidly increasing enrollment and continued educational demands on Onslow Technical Institute encouraged the Board of Trustees to request a community college. Onslow Technical Institute was granted community college status July 1, 1970, and became Coastal Carolina Community College.

In 1972 with the dedication of the Ragsdale Building, the Board of Trustees started the relocation of the College to a new 75-acre campus on Western Boulevard. For several years thereafter, the College operated on a split-campus until relocation was completed in 1978. By 1982 a total of ten modern buildings had been constructed on the new campus with funds from the state and federal governments and from a second bond referendum passed by the citizens of Onslow County in 1974.

With authorization to offer college transfer courses as a community college, the College continued to experience rapid growth and development. Additional curriculums have been made available, and classes are also offered at Camp Lejeune Marine Base and the New River Marine Corps Air Station.

## **ACCREDITATION**

Committee on Allied Health Education and Accreditation of the American Medical Association-Medical Laboratory Technology  
 Commission On Colleges, Southern Association of Colleges and Schools  
 North Carolina Department of Community Colleges  
 American Dental Association  
 Approved-N.C.State Board of Education  
 Approved-N.C.Board of Nursing  
 Committee on Allied Health Education and Accreditation Surgical Technology

## **PHYSICAL FACILITIES**

Coastal Carolina Community College is located on a ninety-eight (98) acre campus at 444 Western Boulevard. Modern classroom buildings, including the Ragsdale Building, Occupational Building, Learning Resources Center, Student Center, Health Occupation Science Building, James Leroy Henderson, Jr. Administration Building, Fine Arts Building, James S. Melton Vocational Skills Center, A. D. Guy Business Technology Building, Classroom Building A, Classroom Building B and Maintenance Building have been completed at this location.

## **LEARNING RESOURCES CENTER (LIBRARY)**

The Learning Resources Center is designed to serve the needs of the students, faculty, and staff of the college. It is located in a building of 20,000 square feet with seating for 225 users. The Center also contains small conference rooms, individual study rooms and a TV studio.

The Learning Resources Center contains 38,000 volumes in general, technical, and vocational fields, and subscribes to over 250 periodicals. For research purposes, there are 10,000 reels of microfilm of back periodicals.

The Learning Resources Center is responsible for disc recordings, 16mm films, video tapes, and other media materials and equipment.

The staff consists of seven full time and five part time staff members, plus student help.

The Learning Resources Center hours are from 7:45 a.m. to 8:45 p.m., Monday through Thursday and 7:45 a.m. to 4:45 p.m. on Fridays. During quarter breaks, hours will vary from above.

## **COMPUTER SKILLS LABORATORY**

The Computer Skills Laboratories, located in the Business Technology Building and Ragsdale, are available for use by CCCC students, faculty, and staff. A laboratory coordinator is available to assist persons who want to make use of IBM microcomputers or the AS/400 computer. A schedule is posted on the classroom door each quarter showing when the laboratory is open and

when the laboratory coordinator is available. The Computer Skills Laboratories are available to the users at no cost.

## **GENERAL STUDIES CENTER**

The General Studies Center is a division of Continuing Education and an important adjunct to the total college instructional program. The Center is designed to provide tutorial assistance to students. Instructional resources are available to meet the needs of individuals at all levels—college students and basic skill students. The Center is essentially an individualized study lab, and qualified instructors are available for tutoring students in specific content areas.

The Center, located in Ragsdale 114, is open Monday through Thursday, 8:00 a.m. - 9:00 p.m. and 8:00 a.m. - 5:00 p.m. on Friday. Appointments are not necessary, and there are no fees charged. Schedules of instructor hours are available each quarter.

The General Studies Center is also the place to register for Basic Skills Education and for GED Testing. Call 938-6259 for more information.

## **CAFETERIA**

The cafeteria is located in the Student Center and operates from 7:00 a.m. to 9:00 p.m., Monday through Thursday, and from 7:00 a.m. to 3:00 p.m. on Friday. The cafeteria offers a variety of food selections including sandwiches, salads, full-course meals, snacks, and beverages. Daily specials are featured for breakfast and lunch, and there is always a delicious "Soup of the Day." The cafeteria also boasts fresh homemade pies and cakes. Even though the cafeteria is self-supporting, all these items are economically priced for the college student. In order to maintain the high standards set by cafeteria staff, students and staff are asked to cooperate with their efforts by cleaning off their tables after they are finished eating.

## **THE STUDENT EMPORIUM**

The Student Emporium provides required textbooks, materials, and supplies. The hours of operation are 8:15 a.m. until 5:00 p.m. unless otherwise posted. On those days, special evening hours are posted. A "Book-Buy-Back" is scheduled during the days of final exams for the purpose of buying used textbooks. A gift and card section including class rings and college imprinted items is located within the store.

## **VISITORS**

Visitors are always welcome at Coastal Carolina Community College. The Student Services Office will provide guide services for groups or individuals on weekdays between 8:30 a.m. and 5:00 p.m. The college is open until 10:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday.



Visitors are welcome during these hours. Questions about the college and its programs will be answered by personnel from the Student Services Office.



## ADMISSIONS REQUIREMENTS

### ADMISSIONS POLICY

Coastal Carolina Community College maintains an “open door” policy for all applicants. The college serves all students regardless of race, creed, sex, national origin, age, or physical handicap. Selective placement of individual students in the different curricula within the college is determined by the admissions office, within the guidelines established by the State Board of Community Colleges and the Department of Community Colleges for each curriculum and course offered.

### ADMISSIONS REQUIREMENTS

An applicant for admission to Coastal Carolina Community College must be a high school graduate or have GED scores to qualify for a high school equivalency certificate issued by North Carolina or a high school equivalency certificate issued by another of the United States.

A student desiring to transfer to Coastal Carolina Community College must be able to meet the admission requirements in effect at the time of application. If the student is ineligible to return to the institution last attended, he or she may be admitted on probation to the college at the discretion of the dean of student services.

Any adult is eligible to attend continuing education classes offered by the college on campus or at any of the several locations in the college service area.

### ADMISSION PROCEDURE

Except for the continuing adult education programs, the admission procedure requires that the student:

1. submit an application.
  2. submit a transcript of all previous education beyond the elementary school or GED scores or equivalency certificate.
  3. report to the college for admissions counseling and appropriate testing
- Application for admission into limited enrollment programs will be received beginning September 15 of the YEAR preceding the admission date.

Students who for any reason are unable to start their desired program in September, MUST RE-APPLY for that program as soon as possible if they wish to enroll for the following year.

### SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT

Admission requirements for limited enrollment health occupation programs such as Associate Degree Nursing, Practical Nursing, Nursing Assistant, Dental Hygiene, Dental Assisting, Surgical Technology, Medical Laboratory



Technology, and Emergency Medical Science are outlined in the admissions information bulletins. These bulletins are available in the admissions office the months of June through March.

## **READMISSIONS AND TRANSFER POLICY FOR ASSOCIATE DEGREE NURSING/PRACTICAL NURSING**

Prior to applying for readmission or transfer, applicants should contact the Nursing Program Department Head to discuss educational goals and plans for readmission or transfer. Contact an instructor who supervised a lab/clinical class and request a letter of recommendation. Meet with an admissions counselor to discuss admission or readmission to the college and the nursing program.

Only one academic readmission will be permitted. Students seeking readmission must audit the last nursing course or substitute course successfully completed. Audit requirements for transfer students will be determined on an individual basis. In addition, a student requesting readmission or transfer must present an overall grade point average of 2.0 on a 4.0 scale.

Applicants will be considered for readmission or transfer in the following order of priority:

- a. Prior enrollment in Coastal's Nursing Program
- b. Transfer students
- c. Students with greatest number of earned credits in nursing courses with a grade of C or above

An interview with the nursing admissions committee will be scheduled for applicants who meet the above criteria.

Students eligible for admission/readmission will be evaluated based on the following criteria.

1. Audit grade if applicable
2. GPA for nursing courses previously completed
3. Interview score
4. National League for Nursing Preadmissions Exam score which is required for transfer applicants.

## **SPECIAL ADMISSION POLICY FOR ADVANCED PLACEMENT OF LICENSED PRACTICAL NURSES ENTERING THE ASSOCIATE DEGREE NURSING PROGRAM**

Licensed Practical Nurses desiring advanced placement in the Associate Degree Nursing Programs must meet the following requirements in addition to the standard admission requirements of the Associate Degree Nursing Program.

1. Current NC licensure as a Licensed Practical/Vocational Nurse.
2. Satisfactory completion of all first year related courses except MAT 105. Minimum acceptable cumulative average of 2.0  
 BIO 171, 172  
 PSY 251, 252, 253  
 Elective (3 credits)
3. Acceptable score on National League for Nursing Mobility Profile I, Foundations of Nursing.
4. Provide a professional recommendation documenting at least one year of employment as an LPN providing nursing care in an acute care or skilled care setting within the last three years.
5. Satisfactory (77-C) completion of NUR 100 Nursing Transition.
6. Transfer credit for NUR 101, NUR 102, NUR 103, NUR 104, and MAT 105 will be awarded upon successful completion of Nursing Mobility Profile I and NUR 100 Nursing Transition.

## **SPECIAL ADMISSION REQUIREMENTS FOR HIGH SCHOOL STUDENTS TO ENROLL IN COASTAL CAROLINA COMMUNITY COLLEGE**

### **HUSKINS BILL**

A course offered under the guidelines of the Huskins Bill is defined as any course which is part of an approved cooperative agreement where more than half of the students are high school students.

“The purpose of Huskins Bill cooperative program is to make available for the enrichment of high school students, college level academic, technical, and advanced vocational courses not otherwise available to them.”

Eligible courses will be regularly authorized curriculum courses in college transfer, technical and vocational programs which are beyond the scope of high school offerings.

Eligible courses will be of the same length and rigor of those offered to regular college students.

Courses may not duplicate or supplant any existing courses in the L.E.A. except by special approval of the exceptions committee. When a course is terminated by a public school, it will not be eligible for offering under the Huskins Bill in that unit for a period of two years.

College credit will be awarded upon successful completion.

High school credit **may be** awarded upon successful completion, based on credit hour equivalencies (i.e.1 unit for 9 quarter hours credit or 6 semester hours credit.)

No courses which are specifically required for high school graduation are eligible to be offered under the Huskins Bill. (For example, Biology I is not eligible because it is designated as a graduation requirement. College Biology, however, may be eligible and counted toward a required undesignated unit of science.)

A minimum requirement for participation in a cooperative program is that high school students be juniors or seniors, and at least 16 years old.

## **DUAL ENROLLMENT**

Permits high school students who are at least 16 years old to enroll in a community college course under the following conditions:

(a) (the student) must be recommended by chief administrative school officer and approved by president of institution or designee.

(b) program must be approved by school principal and institution president or designee; and principal must certify that student is taking at least three (3) high school courses and is making appropriate progress toward graduation; or must certify that such student took at least three (3) high school courses during the preceding year and made appropriate progress toward graduation.

In addition, the policy requires college credit to be awarded on successful completion, prohibits high school students from displacing adults, prohibits community colleges from creating courses for high school students, and limits high school student enrollment in any class to 50%.

In effect, dual enrollment provides for “mainstreaming” advanced high school students into existing community college courses. This program is in effect in addition to the Huskins Bill program. Dual enrollment should be used by local school and college officials to provide for any cooperative programming which does not require establishing a separate course section for high school students.

While the community college should not be used to supplant any regular high school programs, including summer school, it is reasonable and appropriate to permit dual enrollment of selected high school students during the summer, as long as the course work is college level, non-remedial, and not regularly offered by the high school.

## **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

As a member of the North Carolina Community College System, this institution undertakes to continue to comply fully with requirements imposed by all federal, state, and local laws relating to equal educational opportunity and equal employment opportunity, to the end that no person in the United States shall, on the grounds of race, color, creed, religion, age, sex, national origin, or physically handicapped status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution.

Furthermore, Coastal Carolina Community College is responsible for full compliance with the provisions of Title IX of the Educational Acts of 1972, as amended, and does not discriminate on the basis of sex, race, color, creed,



religion, national origin, age, or physical handicap; except where age or physical handicap is found to be a “bona fide” occupational qualification. This nondiscrimination policy applies to all employment and admission policies with respect to programs and activities as well as to the continuing treatment after employment in or admission to the college.

## **EQUAL EDUCATION OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical handicap status, except where age or physical handicap is found to be a “bona fide” occupational qualification, be excluded from employment or participation in, be denied the benefits of or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical handicaps.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles in mind so that all buildings, washrooms, laboratories and classrooms are readily accessible to and usable by handicapped individuals.

If you have a disability and wish to request some accommodation, contact the admissions office and ask for the “Request for Accommodation” form. If accommodation is not requested in advance, so as to provide the college sufficient and adequate time to meet your needs, we cannot guarantee the availability of a reasonable accommodation when you need it.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any college employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning the above policy should contact the following designated responsible employee. -Affirmative Action Officer and Title IX Coordinator, Room 33, Administration Building, Phone 455-1221, Ext. 222.

## **RESIDENCE STATUS OF TUITION PAYMENT N.C. GENERAL STATUTE 116-142.1**

Provisions for determining resident status for tuition purposes:

(a) As defined under this section:

- (1) A “legal resident” or “resident” is a person who qualifies as a domiciliary of North Carolina; a “non-resident” is a person who does not qualify as a domiciliary of North Carolina.

- (2) A “resident for tuition purposes” is a person who qualifies for the in-state tuition rate; a “non-resident for tuition purposes” is a person who does not qualify for the in-State tuition rate.
- (3) “Institution of higher education” means any of the constituent institutions of The University of North Carolina and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Community Colleges.
- (b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.
- (c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- (d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.
- (e) When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual’s legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside that State shall not be prima facie evidence of the individual’s legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.
- (f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:



- (1) No person shall be precluded, solely by reason of marriage to a person domiciled outside North Carolina, from establishing or maintaining legal residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes.
  - (2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes.
  - (3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
- (g) Any non-resident person, irrespective of sex, who marries a legal resident of this State or marries one later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.
- (h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this State.
- (i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in the State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-state tuition rates for a statutory grace period. This grace period shall be measured from the date on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months; provided, that a resident's marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12 month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term."

## APPEAL:

A person may appeal an initial residency classification through Coastal Carolina Community College's Residency Appeals Committee.

## REGULATIONS:

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF

**NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES.** Each enrolled student is responsible for knowing the contents of that MANUAL, which is the controlling administrative statement of policy on this subject. Copies of the MANUAL are available on request at the Coastal Carolina Community College Library, or from the dean of student services.

## **POLICY**

It is the policy of CCCC to classify each curriculum student according to his or her state of legal residence. The initial classification shall be done by admissions office personnel.

Students who seriously disagree with the residency classification as determined by the admissions office may, if they wish, appeal to the dean of student services or his designee within twenty (20) working days of the date their classification notice is received. A student wishing to appeal the decision of the vice president shall file written notice which must contain a simple declaration of intention of process and appeal before the campus residence committee and must be personally signed by the student.

The dean of student services shall, upon receipt of notice of appeal, prepare, and transmit to the campus residency committee the complete institutional record with a letter acknowledging receipt of the petitioner's notice of appeal.

The campus residency committee, composed of the vice president of instruction as chairman, the registrar, and one faculty member shall meet as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have a staff or faculty advisor present; however, only the student will be allowed to address the committee. In the event new substantive evidence is brought, reclassification may be made by the committee after due consideration.

Decisions of the campus residency committee shall be forwarded in writing to the student and the dean of student services within ten (10) working days of the date of decision.

## **TRANSFER INFORMATION AND STUDENTS' RESPONSIBILITY**

The College faculty and counseling staff will make every effort to assist students in planning appropriate transfer programs. The courses in the transfer curriculum have been designed to maximize transferability to area senior institutions. Nonetheless, acceptability of transfer courses may vary from one institution to another institution. It is thus the responsibility of students to work closely with appropriate faculty and counselors throughout their stay at the College to make course selections in order to maximize ease of transfer to the senior institution of their choice.

In general, applicants to senior institutions are considered for transfer if they have maintained an overall "C" average on course work attempted and are in good standing in other respects at the institution from which they are

transferring. Also, in some instances, senior institutions will require applicants to take certain standardized tests to provide supplemental information on academic aptitude and/or achievement. Finally, although transfer is possible without completion of the two-year degree, the receipt of the degree may be beneficial to transfer students in gaining acceptance to senior institutions in that it demonstrates ability to persist in the achievement of a significant educational goal.

The transfer student should begin appropriate planning during the first quarter at the College in accordance with the following guidelines:

- 1. Consult with the assigned faculty advisor during your first quarter about your long-range educational and/or career goals and determine which senior institutions have appropriate educational programs for the achievement of these goals;
- 2. Discuss with your faculty advisor other factors that are important in choosing a senior institution, such as tuition cost, distance from home, institution size, and available extra-curricular programs;
- 3. Determine with your faculty advisor which senior institutions are best suited to you in relation to all factors considered;
- 4. Write and/or visit the chosen senior institutions to consult with appropriate admissions officers and/or faculty as to appropriateness of your planned course of study at Coastal and the appropriateness of the institutions for your particular goals;
- 5. Continue to consult with your faculty advisor on at least a quarterly basis to review your progress at Coastal in relation to your transfer goals, making any adjustments in planning that become desirable or necessary;
- 6. Apply to more than one senior institution of your choice at the earliest possible date during your second year at Coastal. Application deadline dates vary from one institution to another and are often earlier than the normal deadline dates published.
- 7. Check by telephone or letter to insure that your completed applications have been received and are under consideration.

**TUITION AND FEES**

In accordance with the basic concept of comprehensive community colleges, all fees are nominal and are held to a minimum. The tuition rate is subject to change at the direction of the State Board of Community Colleges. For tuition costs contact the Admissions Office.

Activity Fee (per quarter)	
Full time .....	\$ 7.00
Part time .....	\$ 2.00
Graduation Fee (per degree, diploma or certificate) .....	\$10.00



(Students enrolled in Nursing and other Allied Health Programs will be responsible for their own medical expenses in case of injury occurring during clinical experiences.)

Senior Citizens (age 65 or older) are charged neither tuition nor registration fees.

## **TUITION REFUND POLICY**

A preregistered curriculum student who officially withdraws from the college prior to the first day of the college's academic quarter will be eligible for a 100 percent tuition refund, if requested.

A preregistered student who officially withdraws from a curriculum class prior to the day the class begins will be eligible for a 100 percent tuition refund, if requested.

A preregistered student who officially withdraws from an off cycle curriculum class prior to the first day of class will be eligible for a 100 percent tuition refund, if requested.

A preregistered extension student who officially withdraws from an extension class(es) prior to the first day of the class(es) will be eligible for a 100 percent refund, if requested.

A 75 percent refund may be requested by a student if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the class(es) or the 20 percent point of the quarter. At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund and the student must complete a REQUEST FOR REFUND FORM. Requests for refunds will not be considered after the 20 percent point.

In the event that a class is cancelled due to insufficient enrollment, a full refund of the student's tuition will be refunded.

The student activity fee is nonrefundable.

Requests for refunds will be processed as rapidly as possible but due to circumstances, the process could take up to four weeks.

## **BOOK COSTS**

Students are required to purchase the necessary textbooks for courses. The estimated cost is \$150-\$200 per quarter. Book costs are usually higher for the fall quarter than at other times. Certain curricula require equipment other than books, which increases the costs. Books may be purchased from the college bookstore.

## **FIFTEEN HOUR RULE**

Anyone enrolled as a Special Credit student who completes fifteen (15) hours of credit courses must meet admissions requirements, choose a curriculum leading to a degree, diploma, or certificate, and be academically assessed.

## ACADEMIC REGULATIONS

### STUDENT RESPONSIBILITY

All students are responsible for the proper completion of their academic program, for knowledge of regulations and policies as listed in the college catalog and student handbook, and for maintaining the grade average required for good standing. Faculty advisors and members of the counseling staff will assist and advise, but the final responsibility remains that of the student.

Students are responsible for maintaining communication with the college by keeping on file with the registrar's office at all times a current, local address and telephone number.

### REGISTRATION

All students are required to register at the beginning of each quarter of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending class for which they are not officially registered will receive neither a grade nor quarter hours credit for the course. Registration instructions are published prior to each registration period.

### QUARTER HOURS

The unit of measurement for credit purposes is the quarter hour. One (1) quarter hour represents the credit earned in a course that is scheduled for one (1) class hour per week for a quarter of eleven (11) weeks. However, for laboratory work, two (2) or more class hours in the laboratory are required for a single quarter hour of credit. Generally, a student will have to spend two (2) clock hours in preparation for one (1) class hour.

### PREREQUISITE REQUIREMENT

In addition to catalog statements concerning prerequisite requirements, the institution reserves the right to identify and require prerequisite course work before allowing students to register for certain courses. Such identification or prerequisite requirements will be identified through normed test results and/or transcript evaluation.

### COURSE LOAD

A student who is registered for 12 or more quarter hours of course work is considered a full time student; however, in order to maintain satisfactory progress toward a degree or diploma, a student is expected to carry a normal course load of 16 to 18 quarter hours. No student may carry in excess of 21 credit hours without permission of the dean of student services or the registrar.



To be able to carry in excess of 21 credit hours a student should have earned a cumulative grade point average of 3.0 or have a grade point average of 3.25 on a full time load for their previous quarter.

Students on academic probation are limited to 12 quarter hours, and students who work part time or full time should reduce their course load accordingly.

A maximum of two (2) physical education courses may be taken in any given quarter.

## **AUDITING COURSES**

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the classes begin

## **CHANGE OF NAME AND ADDRESS**

Students are responsible for notifying the registrar's office of all name and address changes. This is necessary to keep all records in proper order.

## **CHANGE OF CURRICULUM**

In order to fulfill required checks on student progress for financial aid and veteran's assistance programs and to check progress toward graduation, student records are maintained with reference to the particular curriculum in which they are enrolled. Students who wish to change their program of study should secure a curriculum change request form from the registrar's office. The completed form must be signed by a counselor and returned to the Registrar's Office before the change is made.

## **WITHDRAWING, ADDING, OR DROPPING COURSES**

A student who finds it necessary to drop or add a course or to withdraw completely from the college should secure a "drop/add" form from the registrar's office.

Courses may be added only during the period designated by the registrar's office.

In order to drop a course OFFICIALLY students MUST complete the following steps:

1. Complete all required information on the "drop/add" form.
2. Have the instructor initial the completed form.
3. Return the form to the registrar's office for final processing.

In order to **WITHDRAW COMPLETELY** from school, students must complete the following steps:

1. Complete all required information on the “drop/add” form.
2. Have a member of the counseling staff sign the completed form.
3. Return the completed form to the registrar’s office for final processing.
4. Complete a follow-up survey.

The registrar’s office will notify all instructors as necessary when courses are dropped or in case of complete withdrawal.

For courses officially dropped after classes begin, the grade of “W” will be reported.

A student may not withdraw or drop a class within twenty-five (25) days of the end of a regular quarter for reasons other than those of a documented medical or emergency nature.

A student who leaves college without obtaining an official withdrawal within twenty-five (25) days of the end of a regular quarter will receive an “X” for each course regardless of academic standing at the time of departure. An official withdrawal will not change a failing grade given for violation of the attendance policy for reasons other than those of a documented medical or emergency nature.

## **TRANSFER OF CREDITS**

Educational work completed by students in other accredited institutions may, where applicable, be credited toward graduation requirements of Coastal Carolina Community College. In order to be eligible for graduation, the transfer student is required to enroll for and successfully complete all additional curriculum courses for which transfer credit was not received. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-six (66) quarter hours toward any Associate in Arts, Associate in Science or Associate in Fine Arts Degree. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-five (65) percent of the required hours toward any Associate in Applied Science Degree, diploma or certificate.

Evaluation of transfer credits is made when the student’s file is complete and the student is in a curriculum program. This evaluation is normally completed by the end of the first quarter of enrollment following completion of the student’s file.

The college grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education’s **GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES**. Credit recommended must be consistent with the requirements and objectives of a curriculum in order to be granted. Students should be aware that the transferability of these credits is totally

at the discretion of the receiving institution and that Coastal Carolina Community College makes no guarantee of such transfer.

Course work over fifteen (15) years old may not be accepted. Evaluation of such credits will be on an individual basis.

Transfer credit will normally be allowed only for applicable courses in which a grade of "C" or higher has been earned. Grades of "D" will be considered for transfer in sequence courses. (The student should understand that this credit allowance for "D's" is only for meeting graduation requirements at this institution and may not be acceptable at a senior college to which the student may later transfer.) In all cases the cumulative grade point average of all courses accepted in transfer must be at least 2.0 ("C" equivalent).

No grade on applicable science courses of less than "C" will be accepted in transfer toward credit in health occupations curriculum without approval of the departmental head and registrar.

## **CREDIT FOR ADVANCED PLACEMENT TEST**

The college grants credit for the Advanced Placement Tests conducted by the College Entrance Examination Board. Successful completion of the exam (generally a score of three or better) is required for the award of credit. As much as one year of college credit may be awarded on the basis of AP performance. Students desiring credit must have their scores submitted to the registrar's office for evaluation.

## **CREDIT FOR CORRESPONDENCE WORK**

Ten (10) quarter hours of credit for correspondence courses applicable to courses offered at Coastal Carolina Community College may be accepted as transfer toward the associate degrees. Such courses must have been taken within the correspondence program of an accredited institution.

## **CREDIT FOR WORK EXPERIENCE**

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education program. Academic credit is not allowed for previous work experience outside of the supervision of the college; however, a student may challenge relevant courses by examination.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

The college grants credit for the College Level Examination Program (CLEP) General and Subject Examinations. Total credit allowed for the CLEP (general and subject examinations) will not exceed 45 quarter hours. Students desiring credit must have scores submitted to the registrar's office for evaluation.



## CREDIT BY EXAMINATION

For those classes for which credit by examination is appropriate, CCCC will grant credit to any student who successfully completes a challenge exam in lieu of regular class enrollment and participation.

The student seeking to receive credit by examination must initiate a request with a full-time faculty member in the department concerned and explain the reasons and justification for the request. Since some exams may take considerable time to coordinate and prepare, the student is advised to initiate the process well before the quarter in which he/she intends to receive credit. If the faculty member and the division chair approve the request for credit by exam, the student will schedule the examination with the division chair. All examinations must be completed no later than the last day of the registration period prior to change day. The student must register and pay any required tuition charge in order to receive credit for a challenged course. The faculty member(s) administering the examination will report the results to the registrar, the division chair and the student.

There will be no penalty for an unsatisfactory grade on an examination, but the student will be allowed only one chance to challenge any one course by examination. If a student is unsuccessful in an attempt to challenge a course, he/she must take the class in order to receive credit.

Standardized tests will be used when available and appropriate. If standardized tests are not available, local tests, prepared by faculty within the discipline, will be used. National norms usually available for standardized tests will be considered in determining whether or not the student has performed satisfactorily on the test. On local tests, a grade of 77% or higher will be required for passing the test. For courses which require specialized and/or manual skills, examinations will include demonstrations of those skills.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average. Students should be aware that many colleges will not accept transfer credits earned through credit by examination.

## INDEPENDENT STUDY

Any student requesting to take a course in independent study must complete the request for independent study form and have it approved prior to the first day of class.

The student will be permitted to enroll for a course in independent study when the following conditions are met:

1. The course in question will not be offered before the scheduled graduation date.
2. The course is not offered or is in schedule conflict with another required course and is needed for the student to qualify for graduation or transfer.



3. The student has a cumulative GPA of not less than 3.0.
4. The student selects a full time faculty member who, with the approval of the division chair, agrees to serve as the instructor for the quarter of independent study.
5. The student has completed 25 quarter hours of study at Coastal Carolina Community College.
6. The course instructor and faculty advisor have recommended that the student be allowed to register for the course in independent study.

Any deviation from this policy will be justified by special circumstances judged to be in the best interest of a given student by the dean of curriculum.

The regulations that apply to independent study are as follows:

1. The student will meet with the instructor for not less than one hour per week for each one to five hours of credit to be earned; and not less than two hours per week if more than five hours of credit are to be earned;
2. Arrangement must be made with the instructor for any laboratory experience required for the course;
3. Independent study cannot be counted for certification for veterans benefits;
4. Work schedules do not constitute justification for enrolling in independent study;
5. No faculty will be allowed to supervise more than one student enrolled in independent study during a given quarter;
6. No student will be allowed to accumulate credit for more than two courses in independent study.

## COURSE REPEAT POLICY

A course may be completed successfully a total of three (3) times, including all audits. Each attempt will be recorded and counted in determining the student's grade point average unless the student files a course repeat approval form. If a course repeat approval form is filed, with the exception of audits, the last completion will be counted for credit in computing the grade point average. All grades will be reflected on the transcript. No course may be counted more than once toward graduation unless otherwise noted in the catalog (ex: DRA 150). Students may not register for duplicate sections of the same course in any given quarter. Course repeat approval forms are available in the registrar's office. Students must complete this form and have it approved prior to the first day of class for the quarter in which they will repeat the course.

Veterans and students receiving financial aid should be aware that they cannot receive benefits for courses previously passed.

Students planning to transfer should note that the transfer school may not honor the GPA alteration, but may include all course attempts when computing the grade point average for admissions requirements.

## TWO-YEAR RULE

Any student with a GPA of below 2.00 who has not attended Coastal Carolina Community College for two or more years and who is accepted for readmission may make a request in writing to the student services office for re-entry under the provisions of the two-year rule.

If a student is readmitted under the provisions of the two-year rule, only those courses for which the student received a grade of "C" or better will be used for academic credit. The student's grade point average will be based only on work attempted after re-admission.

If re-entry under the two-year rule is not approved, the student's GPA and grades will continue as if no break had occurred.

A student may elect to have this two-year rule applied only once. A student choosing to have the rule applied or not applied may not later reverse the option.

Students wishing to use this rule should contact the registrar or dean of student services to obtain procedural information and to initiate action. The student wishing to use this rule should initiate action no later than the end of the first quarter of enrollment after eligibility.

NOTE: When a student transfers from one college to another, the receiving institution usually considers all work attempted at all previous colleges and requires an overall "C" average for admission. The forgiveness feature of this rule may effect the student's grade point average at Coastal Carolina Community College only. It is therefore extremely important that potential transfer students clearly understand and give careful consideration when using this policy. They should seek guidance from their receiving institution as well as from Coastal Carolina.

## ATTENDANCE

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies.

For all classes, absences shall not exceed the equivalent of one week of instruction. Laboratory hours and class hours are not interchangeable in the application of this policy. Example - A student in BIO 161 is allowed only (3) three class absences and (1) one lab absence, not (4) four lab absences or (4) class absences.

It is the responsibility of the student to understand and to abide by the announced attendance policy. Each student is accountable for any work missed because of class absence. Those students who incur absences in excess of the attendance policy will be dropped from the course. When a

student has been dropped from a course, he or she may request reinstatement by the instructor. Negative decisions by the instructor may be appealed to the Student Services Committee.

NOTE: Student absences from class will be counted beginning with the next class meeting after the student registers for the class.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Coastal Carolina Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post secondary education to members of the military throughout the world. As a SOC member, Coastal Carolina Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

GRADING SYSTEM

Official grades are issued for each student at the end of each quarter. Students enrolled in curriculum programs will be graded by the letter grade system show below.

	Numerical Grade	Quality Points Per Quarter Hours
A - Excellent	93-100	4
B - Good	85-92	3
C - Average	77-84	2
D - Below Average	70-76	1
F - Unsatisfactory	Below 70	0
AU - Audit		

CE - CREDIT BY EXAMINATION: Awarded for successful completion of institutional examination—carries credit earned, but is not figured in grade point average.

I - INCOMPLETE: This indicates failure to complete certain course requirements because of extenuating circumstances. It is the responsibility of the student to see that incompletes are removed by the end of the ninth week of the succeeding term or the grade becomes an “F”.

W - OFFICIAL WITHDRAWAL: Grade reported for a student who officially withdraws from a class—carries no credit and no penalty.



**WA - UNOFFICIAL WITHDRAWAL FOR AUDITS:** Grade reported for an audit student who ceases attendance without officially notifying the school — carries no credit and no penalty.

**X - UNOFFICIAL WITHDRAWAL:** Grade reported for a student who ceases attendance within twenty-five (25) days of the end of a regular quarter — averaged as an “F”.

## **STUDENT CLASSIFICATION**

**Full time student** - a student enrolled with twelve (12) or more quarter hours of credit.

**Part time student** - a student enrolled with fewer than twelve (12) quarter hours of credit.

**Freshman** - a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

**Sophomore** - a student who has completed with a passing grade forty-five (45) or more quarter hours of credit.

## **PRESIDENT’S LIST**

At the close of each quarter, curriculum students who are carrying a full time course load (courses leading to a diploma or degree) will be included on the President’s List, providing they have no grades of “I” or no grade lower than an “A”.

## **DEAN’S LIST**

At the close of each quarter, curriculum students who are carrying a full time course load (courses leading to a diploma or degree) will be included in the Dean’s List, provided they have no grades of “I” or no grade lower than a “B” and provided that the quality point average of all their grades for that quarter is 3.25 or better.

## **STANDARDS OF PROGRESS**

Records of progress (grade reports) are kept by this institution on veteran and non-veteran students alike. Grade reports are furnished the students, veterans and non-veteran alike, at the end of each scheduled school term.

## **CONDITIONS FOR RECERTIFICATION OF GI BILL STUDENTS**

The following conditions must be met for recertification of GI Bill students:

1. Apply for readmission,
2. Be approved for readmission by a counselor,



3. Carry no more than thirteen (13) credit hours (less if directed by counselor),
4. Maintain a minimum of a 2.00 average per quarter,
5. GI Bill students will not be recertified until they meet the standards prescribed in the catalog for continuance in school.

GI Bill students who are taking developmental courses will have their VA educational benefits terminated for unsatisfactory progress if they accumulate over ten (10) hours of "F's". They will not have their educational benefits recertified until they have been approved by a counselor and have maintained better than a 2.00 average for at least one (1) quarter.

**ACADEMIC PROBATION AND SUSPENSION**

At the end of each quarter, each student's cumulative and quarterly grade point averages are computed. Students academic progress is compared with the following chart to determine their eligibility to continue in school.

**GRADE POINT AVERAGE TO DETERMINE CONTINUANCE  
IN SCHOOL  
TWO-YEAR CURRICULA**

ALL QUARTER HOURS CREDIT ATTEMPTED*	GRADE POINT AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC SUSPENSION	GRADE POINT AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC PROBATION
1-16		1.25
17-32	1.00	1.50
33-48	1.30	1.85
49-64	1.60	1.95
65-80	1.85	2.00
81-OVER	2.00	2.00

To Graduate - 2.0

**ONE-YEAR CURRICULA**

ALL QUARTER HOURS CREDIT ATTEMPTED*	GRADE POINT AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC SUSPENSION	GRADE POINT AVERAGE BELOW WHICH STUDENT IS ON ACADEMIC PROBATION
1-17		1.30
18-34	1.30	1.70
35-51	1.70	2.00
52-OVER	2.00	2.00

To Graduate - 2.0

\*Students are encouraged to maintain a record with their total hours attempted at the college in order to interpret the above table. Academic counselors are available to assist any student to correctly interpret the table.

**Probation:** A student whose cumulative average falls below that required for good standing but above the level of suspension will be placed on academic probation for the next quarter of attendance.

All students on probation must continue their studies under the guidance of their assigned counselor who may limit their enrollment to twelve (12) credit hours or less for the quarter. These students must report to their assigned counselor as often as is required. After planning a schedule of classes with their advisors for the next quarter, they must have their schedule approved by their counselor who may continue to limit their enrollment to twelve (12) or less credits.

NOTE: GI Bill students will have their educational benefits terminated for unsatisfactory progress after the second consecutive quarter of probation.

**Suspension:** A student whose cumulative average places him/her on academic suspension (see Grade Point Average to determine continuance in school) will be suspended for a minimum of one quarter. A student may enroll in summer sessions to make up deficiencies in order to be reinstated.

**Readmission:** If a student wishes to return to the college after being academically suspended he/she must apply for readmission and must receive academic counseling. The director of admissions or a counselor will approve the readmission of academically suspended students.

**Exception:** Students who demonstrate substantial academic improvement (earn a quarterly 2.50 or higher GPA on courses attempted) but remain on academic suspension because of poor performance in previous quarters may continue their enrollment in a probationary status. Students who fail to earn a 2.50 GPA on courses attempted in any quarter thereafter will again be suspended unless they attain the required cumulative grade point average.

## ACADEMIC STANDARDS FOR DEVELOPMENTAL STUDIES

Students taking developmental courses are responsible for making satisfactory progress in these courses. For financial aid purposes, the grades received in developmental courses will be computed in the over-all quality point average of students who are Pell Grant recipients. Therefore, the grades received in the developmental courses will affect these students' academic standing and can influence the students' being placed on academic probation. When a student is dropped from the developmental program for academic reasons, he or she may enroll in the CCCC general studies center until such time as the director of admissions recommends readmission.

Students will be given a maximum of three quarters of study in the developmental program. When a student who is enrolled full time in the developmental studies is ready to go into regular curriculum studies, he or she must visit with a counselor and initiate a curriculum change request. After the curriculum change request form has been completed, the student must turn it in to the registrar's office.

## **GRADE POINT AVERAGE POLICY FOR DEGREE PROGRAMS**

Students will maintain their original grade point average when they move from one associate degree curriculum to another. This applies to students in associate degrees moving to associate in applied science degrees and vice versa. However, a student moving from a diploma curriculum to an associate degree curriculum would begin with a new average and vice versa.

## **RIGHT OF APPEAL RELATED TO COURSE GRADES RECEIVED**

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the college. The following procedure will enable a student to exercise this right:

1. The student will approach the instructor to determine that there has been no mistake and to present his or her case.
2. If the case is not resolved by the instructor, the student will make an appointment with the dean of curriculum education who will hear his or her appeal.
3. Any cases not resolved by the steps taken above will be allowed to appear before the vice president of instruction.
4. The vice president of instruction will require both the instructor and student to present their cases and will render judgment.
5. Decisions obtained by this process will be recognized as final.
6. All above procedures must be completed within forty-five (45) days after student grades have been assigned and mailed.

## **PRIVACY OF EDUCATIONAL RECORDS**

Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the right of students to inspect and review their records.

Coastal Carolina Community College supports the rights and privacies afforded each student by the act and is in compliance with its provisions.

Within Coastal Carolina Community College only those persons, individually or collectively, acting in the student's educational interest are allowed access to student educational records. Included are personnel in the student services office, the vice president of instruction's Office, the business office, instructors, advisors and other academic personnel within the limitations of their need to know.

No other persons shall have access to nor will the college disclose, other than directory information, information from students' records without the written consent of the student. At its discretion, the college may provide directory information in accordance with the provisions of the act to include: student's name, major field of study, dates of attendance, and degrees and awards received.



Students have the right to withhold disclosure of directory information by completing a request for non-disclosure in the registrar's office. Requests for non-disclosure must be filed annually. The college assumes that failure on the part of any student to file a request for non-disclosure indicated approval for disclosure.

Student records - admissions papers, registrations, grades and other supporting data - are maintained in the registrar's office. Any student wishing to challenge the content of his educational records should notify the registrar in writing.

## **TRANSCRIPT**

Student permanent records are maintained in the registrar's office which indicate the educational progress of all students. One copy of the student's permanent record is sent to other institutions as requested.

## **GRADUATION**

Upon recommendation of the faculty and the approval of the board of trustees, an appropriate certificate, diploma or degree will be awarded to the students who have successfully completed the requirements of the curriculum in which they are enrolled. A minimum of a 2.0 average and the satisfactory completion of an approved program of study is required for graduation. Any student enrolled in a degree or diploma curriculum who, while enrolled in that curriculum, meets the requirements of another degree, diploma, or certificate program at Coastal Carolina Community College may request the awarding of the additional degree, diploma, or certificate after the student has successfully met the requirements of the additional program without having to file a curriculum change request.

The student must file an application for graduation for each degree, diploma, or certificate requested and pay the required fee(s) for each degree, diploma, or certificate requested.

Students who are receiving any type of financial aid should consult a counselor and a financial aid officer before requesting multiple, dual, or concurrent degrees, diplomas, or certificates.

## **POLICIES RELATING TO DISRUPTIVE CONDUCT**

Coastal Carolina Community College honors the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition, and peaceful assembly. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively



but also fairly and impartially without regard to race, religion, sex, or political beliefs.

Coastal Carolina Community College does not allow the dissemination on campus of information or literature by individuals, groups, or organizations known to advocate racial or ethnic discrimination, violence, or disruptive conduct.

## **DEFINITION OF DISRUPTIVE CONDUCT**

Any student, who with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages or invites others to engage in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well being of any member of the college community, or which is violent, forceful, threatening or intimidating in nature or which restrains freedom of lawful movement, or otherwise prevents any member of the college community from conducting his/her normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension or expulsion from the college or arrest.

The following, while not intended to be exclusive, illustrates the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession or display of, or attempt or threat to use, for an unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) blocking normal pedestrian or vehicular traffic on or into any college campus; (7) conduct which is disruptive to the education process; (8) conduct deemed unlawful by local, state, or federal statute.

## **DISCIPLINE - POLICIES ON STUDENT RIGHTS AND DISCIPLINE**

### **SECTION 1 - Policy Statement**

Coastal Carolina Community College adopts this policy on student discipline in recognition of the need to preserve the orderly processes of the college, as well as to observe the students' procedural and substantive rights. As used herein, student means any person who is registered for a course, program, or extension offering.

## SECTION 2 - Rights of Students

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study, as defined by official publications.

College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

## SECTION 3 - Proscribed Conduct

The college may discipline a student in the following situation:

1. For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college related premises.
2. For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college sponsored or college authorized activities on the college campus or other location where a college sponsored activity is carried on.
4. For abusive or threatening behavior to any member of the college community including guests or licensees of the college.
5. For unauthorized possession or attempted possession of college property or property of a member of the college community.
6. For acts which violate board or college rules and regulations.
7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the college with regard to a college related matter.
8. For forging, altering, or otherwise misusing any college document or record.
9. For knowingly possessing, using, transmitting, selling, or being under the influence of any controlled substance or illegal drugs (1) on the college campus or (2) off the college campus at a college-sponsored activity, function, or event. An individual's use or possession of a drug

authorized by a medical prescription for that individual from a registered physician shall not be a violation of this provision. A student shall not knowingly possess, use, transit, or be under the influence of any alcoholic beverage, or intoxicant on the college campus or any college sponsored activity, function or event.

10. For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination; (b) collaborating with others in work to be presented, contrary to the standard rules of the course; (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own; (d) stealing or having unauthorized access to examination or course materials; (e) falsifying records, laboratory or other data; (f) submitting, if contrary to the rules of a course, work previously presented in another course; and (g) knowingly and intentionally assisting another student in any of the above including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
11. For the unauthorized use of the name of the college or the names of members or organizations in the college community.
12. Other situations that violate college rules and/or local, state or federal statutes.

## SECTION 4 - Discipline Procedures

Coastal Carolina Community College believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 3: Proscribed Conduct. Accordingly, any student or employee of the college may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, as provided in paragraph one (1) herein below, all subsequent decisions concerning possible discipline of a student or students rests with appropriate college officials. The disciplinary record of a student may be considered in determining the disciplinary penalty which is appropriate.

1. A statement of possible violation must be filed in writing with the dean of student services (hereinafter referred to as the dean ) or other designee of the president within twenty (20) days of the date of the alleged violation or within twenty (20) days of the date the alleged violation was known. Said statement must specify the student conduct in question and the part or parts of Section 3: Proscribed Conduct, which it is alleged said conduct violates.



2. If the dean concludes that the alleged conduct, taken as true, does violate the provisions of Section 3: Proscribed Conduct, he/she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the dean. Said notice must inform the student that he/she has the right to explain his/her position as part of the informal investigation.
3. Following completion of the informal investigations specified above, the dean may (a) determine that there is an insufficient basis in fact and dismiss the matter; (b) conclude that there is sufficient factual basis for discipline.
4. If discipline less than suspension or expulsion or removal of college privileges is contemplated, the dean may, after an informal hearing, impose such discipline specified in Section 5: Discipline/ Penalties as he/she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the vice resident and to present argument and evidence in his/her behalf, within ten (10) days.
5. If discipline including suspension or expulsion or removal of college privileges is contemplated, the dean shall cause a statement of charges to be served on the student involved. Said statement shall contain (a) a concise statement of the facts on which the charges are based; (b) a citation of the rule or rules alleged to have been violated; (c) a statement of the maximum penalty sought; (d) a statement that the student may request a hearing by responding in writing within ten (10) days; and (e) a statement that failure to request a hearing may result in imposition of the maximum penalty sought.
6. In the case of an emergency, the dean may immediately suspend a student. An emergency means a situation under which the continued presence of the student at the college poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A student suspended as a result of an emergency shall be afforded written reasons for the suspension and a statement that he/she is entitled to a formal hearing within ten (10) days.
7. If a formal hearing is requested, the student is entitled to the following; (a) to choose to be heard by either an impartial party or panel appointed by the dean; (b) to appear in person and to have a staff or faculty advisor of his/her choice accompany him/her; (c) to hear and to question adverse witnesses; (d) to inspect all affidavits, documents, and other evidence to be used against him or her; (e) to present evidence and testimony in his/her behalf, (f) to receive a written decision following the hearing and; (g) to request a review of the hearing decision by the dean within ten (10) days of the decision. As used herein, the term impartial shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the



proceedings. The dean may promulgate rules for the conduct of formal hearings.

8. The dean is authorized to appoint college employees and students as the impartial party or panel specified herein and he/she may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is not impartial. The challenge is to be made to the dean and the decision of the dean shall be final.
9. The written decision of the panel shall specify its findings and the penalty assessed, if any. In the case of an appeal, the president may confirm, reduce or remove the penalty specified.
10. Except in the case of an emergency as defined in No. 6 above, no disciplinary penalty may be implemented during the ten (10) days in which a student is entitled to request review of the decision of an informal or formal hearing, nor during the period in which any such review is being conducted.

## SECTION 5 - Disciplinary Penalties

Disciplinary penalty shall mean any action affecting the status of an individual as a student taken by the college in response to student misconduct, including but not limited to the following:

1. **Disciplinary Warning:** Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
2. **Disciplinary Probation:** Disciplinary probation is a status which indicates either (a) serious misconduct not warranting suspension, expulsion, or removal of college privileges or (b) repetition of misconduct after disciplinary warning has been imposed.
3. **Removal from a course:** This penalty may involve removal with a grade of "F" or "W".
4. **Removal from campus:** In cases involving conduct which is disruptive to the educational process or constitutes a real or implied threat to any student, guest, or college employee, the person may be required to leave the campus, classroom, or other location immediately. In cases of less severe but disruptive conduct, the person may be warned and if the disruptive behavior continues, he/she may be required to leave the campus, classroom or other location.
5. **Removal of college privileges:** This penalty may involve restrictions on student privileges for a definite period of time not to exceed three quarters.
6. **Suspension:** Suspension is temporary disciplinary separation from the college involving denial of all student privileges, including entrance to college premises without appointment.

7. **Expulsion:** Expulsion is permanent disciplinary separation from the college involving denial of all student privileges, including entrance to college premises without appointment.

## **RIGHT OF APPEAL**

Any student found guilty by any committee or other school authority of violating any provision, regulation, or policy of the college; or who is placed on disciplinary probation or suspension shall have the right to appeal the finding and/or discipline imposed upon him or her to the president of the college after an informal or formal hearing has taken place. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds: (1) that the finding is not supported by substantial evidence; (2) that a fair hearing was not accorded the accused; or (3) that the discipline imposed was excessive or inappropriate.

It shall be the responsibility of the president to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

## **REMOVAL FROM OFFICE**

Any student in violation of proscribed conduct will automatically be removed as an officer of a CCCC campus club and/or relinquish a title or cease to represent the college in any capacity. If the seriousness of the situation warrants such action, the student may be suspended from the college.

## **POLICY ON ILLEGAL DRUGS**

Coastal Carolina Community College is dedicated to the dissemination of knowledge and to the provision of quality educational opportunities by maintaining a teaching/learning environment which is conducive to that purpose. That environment is damaged by illegal drug use. Therefore, all members of the academic community - students, faculty members, administrators and other employees - share the responsibility for protecting and maintaining that environment.

Accordingly, every student, faculty member, administrator, and other employee of Coastal Carolina is responsible for being familiar with and complying with the terms of this policy, which has been adopted by the Board of Trustees of Coastal Carolina. This policy is applicable to all other places and events controlled or sponsored by the institution.

It is the policy of this college that the unlawful manufacture, distribution, dispensation, possession or use of an illegal drug on the college's property or as a part of any of its activities is prohibited. Coastal Carolina's policy and programs are intended to accomplish the following:

1. Prevent drug abuse through a strong educational effort.
2. To inform members of the academic community about counseling services and rehabilitation programs such as substance abuse counseling, treatment, or rehabilitation programs which are available to them.
3. Provide a description of applicable legal sanctions under local, state, or federal law.
4. Provide information concerning health risks associated with the use of illegal drugs and the abuse of alcohol.

## *EDUCATION*

Coastal Carolina Community College is committed to the education and development of students, faculty and staff regarding alcohol and other drug use by establishing and maintaining a drug-free awareness program.

The program will include information about the incompatibility of the use of illegal drugs with the goals of Coastal Carolina; the health risks associated with illegal drug use; and the potential legal consequences of involvement with illegal drugs.

## *COUNSELING AND REHABILITATION SERVICES TO PREVENT DRUG ABUSE*

Students, faculty, administrators and staff may seek assistance with a drug-related problem through Coastal Carolina Community College. A listing of available services and referrals will be provided.

## *ENFORCEMENT AND PENALTIES*

Coastal Carolina Community College will take necessary action to comply with state and federal law and applicable campus policy in eliminating illegal drugs from the college community. The penalties that may be imposed range from suspension to expulsion for students to immediate discharge from employment for faculty and staff. However, the following minimum penalties shall be imposed for the particular offenses described:

### *Trafficking in Illegal Drugs*

1. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, NC General Statutes 90-89, or Schedule II, NC General Statutes 90-90 (including, but not limited to heroine, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled and any faculty member, administrator or other employee shall be discharged.
2. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94 (including, but not limited to, marijuana, phenobarbital, codeine), the minimum penalty shall be suspension from



enrollment for a period of at least one quarter for students. For a second offense, any student shall be expelled. Any faculty member, administrator, or other employee shall be discharged upon notification to the administration of conviction of the employee for use, manufacture, sell, or distribution of illegal drugs on college property.

#### Illegal Possession of Drugs

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, NC General Statutes 90-89, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one quarter or its equivalent.
2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94, the minimum penalty for students, faculty, administration, or other employees shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the president or his designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.
3. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators or other employees.

#### *SUSPENSION PENDING FINAL DISPOSITION*

When a student, faculty member, administrator, or other employee has been charged by the college with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the president or, in the president's absence, the president's designee concluded that the person's continued presence within the college community would constitute a clear and immediate danger to the health or welfare of other members of the college community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

In the case of employees, anyone convicted of a criminal drug statute violation occurring in the workplace shall be held as promptly as possible thereafter.

It is the responsibility of all employees and students to be informed of and abide by the provisions of this policy. The policy on illegal drugs will be publicized in the college catalog, student and faculty handbooks and student orientation materials.

## AIDS POLICY

In an effort to ensure the health and safety of all students and employees of Coastal Carolina Community College, the following AIDS policy has been adopted.

1. The institution will conduct an ongoing education campaign which will include current information about AIDS to be distributed to all college constituencies. Basic information shall be conveyed in various ways, including printed materials, posters, seminars and workshops. The institution shall also develop a capacity for responding to the needs of persons who may seek more detailed information and personal consultation about the disease through referrals to appropriate external community agencies.
2. Persons infected with the AIDS virus shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless the person poses a risk of transmission to others. A case-by-case assessment will be made based on expert medical and legal advice as to the restriction or exclusion of any infected student or employee.
3. The names of persons infected by AIDS are confidential and shall not be released publicly. An individual infected with the virus may inform the dean of student services if special arrangements are needed.
4. The institution will observe the safety guidelines established by the US Public Health Service for handling of blood and other body fluids and secretions, both in health care programs and in other institutional contexts in which such fluids or secretions may be encountered.

## GENERAL BEHAVIOR IN CLASS

No soft drinks, snacks, etc., are to be brought into any classroom. All students are reminded that such items may be more appropriately enjoyed within the premises of the college cafeteria.

## SMOKING

Smoking will be allowed in designated areas only.

## STUDENT IDENTIFICATION

Students are required to provide identification to any school personnel upon request while on campus or any activity sponsored by the school off campus.

## POLICY FOR CHILDREN ON CAMPUS

No visitor, student, faculty member, or employee of the College will bring his/her children or other children with him/her to class, to work, or to the college. We encourage parents to arrange for babysitting prior to conducting

business at the college. There will be no exceptions. Appropriate disciplinary measures will be taken if this occurs. In the event that children are needed for classroom demonstrations, etc., written approval from the appropriate dean or supervisor must be secured. Children visiting the Dental Laboratory will be exempt if their reason for being there is for dental care.

No child will be left unattended in any area on the campus including the cafeteria, parking lots, Learning Resources Center and athletic field.

## **ASSEMBLY AREA FOR AUTHORIZED DEMONSTRATIONS**

The picnic area directly to the northeast of the Vocational Skills Center on the main campus of Coastal Carolina Community College shall be designated as the only area to be used for peaceful assembly.

Electrical or battery powered sound devices (i.e.) bullhorns, PA systems, and other sound amplification devices, are not permitted on the confines of Coastal Carolina Community College unless being used in conjunction with authorized student recreational activities, ceremonial dedications, security use, or other official college functions.

## **REGISTRATION OF VEHICLES**

All motor vehicles operated regularly on campus must be registered with the receptionist in the Administration Building. This includes vehicles operated on campus by students, faculty, or staff even though the vehicle may be owned by a third party who does not operate the vehicle on campus. A motor vehicle not properly registered, licensed, and insured by the North Carolina Department of Motor Vehicles or some other competent government agency may not be operated on Coastal Carolina Community College property. All vehicle operators must be properly licensed and have a CCCC parking permit permanently affixed to the left rear bumper.

## **SPEED**

The speed limit on campus is set at a maximum of 15 MPH. This does not relieve drivers of the responsibility of operating vehicles at a reasonable and prudent speed and driving slower when circumstances require a speed of less than 15 MPH.

## **PARKING**

Parking will be permitted in designated areas only. Signs or markings indicating that parking spaces are designated for certain persons or groups will be observed. Parking on grass or unpaved areas which are not normal parking areas is prohibited. Traffic tickets will be issued for parking violations. The fine for each offense shall be five dollars (\$5.00). Those with overdue parking violations will not be allowed to register until fines are paid at the business office. The towing law will be enforced.



## INCLEMENT WEATHER POLICY

Should it become necessary to close the College because of inclement weather (storms, ice, snow, etc.) the president of the College or his representative will make an announcement on local radio and television at 7 a.m. and 5 p.m. A separate announcement will be made by the president or his representative about the operational status of the college. Announcements about the closing of the public schools and local and federal offices do not apply to the college. Interested persons should stay tuned to any of the local stations for information relating to the college and not tie up college telephone lines by calling to determine whether or not classes will be held.



## **STUDENT SERVICES**

### **COUNSELING**

Professional counselors will assist students at Coastal Carolina Community College with educational, occupational and personal problems. Counseling services are available to every student for need ranging from pre-admission through graduation. Students are encouraged to seek guidance from the counselors when the need exists.

### **HOUSING**

The college does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. However, the student services office will assist in any way possible to help students find housing accommodations. The college does not assume responsibility for the supervision of housing.

### **CAREER SERVICES**

Through the human services department, career services offers 3 major services for students: career exploration and counseling, job search skills development, and job placement assistance. The career center, located in room 123A Ragsdale, is the focal point of all career services provided by the college and contains the most up-to-date printed reference materials and computer hardware/software. Career exploration and career counseling are conducted through use of interactive computer software programs combined with individual counseling. Job search skills development in the areas of resume preparation, interviewing skills, networking/job search strategies, salary negotiation, job offer assessment, and more is provided in scheduled workshops and individually as circumstances dictate. Job placement assistance is offered through the posting of job listings on bulletin boards located in the Student Services Building outside the Student Emporium bookstore and in the Ragsdale Building. In addition, the NC Employment Security Commission provides terminals for access to state and national job listings. Also, it provides counselors to register students with the ESC and provide job placement assistance for them.

### **CHILD CARE RESOURCE AND REFERRAL**

Through the human services department, Child Care Resource and Referral of Coastal Carolina Community College (CCR&R) offers students and the community free information about child care arrangements and options in Onslow County. CCR&R also supplies educational materials, holds workshops to help parents choose a child care provider, and gives technical assistance to persons interested in providing child care.

Additionally, CCR&R coordinates training for child care providers and maintains a toy and resource lending library.

## ORIENTATION

New students who enroll fall quarter are expected to participate in an orientation program designed to promote rapid and sound adjustment to the educational philosophy, program, and standards of the college.

## STUDENT HEALTH

The college does not provide medical, hospital, or surgical services. Medical services are available at the emergency room of Onslow Memorial Hospital. A doctor is on call twenty-four (24) hours a day at the hospital.

Students enrolled in a curriculum course/courses are covered by student accident insurance.

## STUDENT FINANCIAL ASSISTANCE

Many available programs of financial assistance are provided by the college to ensure educational opportunity for the individual. Grants, scholarships, and employment opportunities are included in the student financial assistance program. Most financial awards are based on the financial needs of the recipients after determination of a reasonable family contribution by ACT or CSS.

Applications for ACT or CSS and additional information may be obtained at the financial aid office, the college foundation office, and at human services. Financial assistance should be applied for at least eight (8) weeks prior to the registration date of the quarter for which it is required.

## SCHOLARSHIPS

The following scholarships are awarded by the financial aid office at Coastal Carolina Community College.

Carolina Power & Light Scholarship

Carolina Power & Light Electrical Installation or Air Conditioning, Heating & Refrigeration Scholarship

Carolina Telephone College Transfer Scholarship

Carolina Telephone Technical/Vocational Scholarship

NC Community College Scholarship

Wachovia Technical Scholarship

## COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC. SCHOLARSHIPS

Scholarships are available to Coastal students who qualify under the following criteria: (1) must be a full-time student (2) must show evidence of need (3) must maintain a cumulative grade point average of at least a 2.0.



No person shall on the basis of race, color, creed or religion, age, sex, national origin or physical handicap status be excluded from the selection process for scholarships.

The following scholarships are awarded by the Coastal Carolina Community College Foundation, Inc.

Aladdin Electrical Service Scholarship  
 Carl J. Beacham, Sr. Memorial Scholarship  
 James E. Black Memorial Scholarship  
 Cardinal Motors Scholarship  
 Carolina Power & Light Scholarship  
 Centura Bank Scholarship  
 CCCC Association of Educational Office Personnel Scholarship  
 Coastal Carolina Community College Foundation Scholarships  
 Cooperative Bank & Savings Scholarship  
 The Daily News Scholarship  
 Roger M. Daughtry Scholarship  
 Dewey & Edna Edwards Memorial Scholarship  
 Timothy F. Edwards, M.D., P.A. Scholarship  
 Emerald Isle Beach Music Festival Scholarship  
 Everett-Bishop Memorial Scholarship  
 First Citizens Bank & Trust Co. Scholarship  
 Scott Alan Gasperson Memorial Scholarship  
 Daniel Lindsey Grant Memorial Scholarship  
 Grant's Creek Nursery Scholarship  
 James L. Henderson, Jr. Scholarship  
 Herring Family Scholarship  
 G. R. Hiehle Memorial Scholarship  
 Linda Holtz Hiehle Scholarship  
 Jacksonville Breakfast Rotary Club Scholarship  
 Jacksonville/Onslow Homebuilders Association Scholarship  
 Jacksonville Rotary Club Scholarship  
 Jones-Onslow EMC Scholarship  
 Jenkins Gas and Oil Scholarship  
 McDonald's Scholarship  
 Meadows, Schaberg & Lutcavage D.D.S., P.A. Scholarship  
 Willis E. Mease, M.D. and Eleanor P. Mease, R.N. Scholarship  
 Marine Federal Credit Union Scholarship  
 Marion Henry Mehl Memorial Scholarship  
 Moore Buick Pontiac Mitsubishi Scholarship  
 Rosa & Navi Morton Memorial Scholarship  
 Florence Mallard Myers Memorial Scholarship  
 New River Rotary Club Scholarship  
 Rocky Ozment Scholarship  
 Tom & Barbara Pace Scholarship  
 Pepsi Cola Bottling Co. of Jacksonville, Inc. Scholarship

Perez Cubillas Award  
 Robert H. Piatt Memorial Scholarship  
 Piggly Wiggly Scholarship  
 PIP Printing Scholarship  
 Gregory Poole Scholarship  
 Alfred Popkin Memorial Scholarship  
 Jerry Popkin Memorial Scholarship  
 Hugh Ragsdale Memorial Scholarship  
 Johnie F. Ramsey Memorial Scholarship  
 Debbi and Richard Ray Scholarship  
 Lloyd Bryan Respass Memorial Scholarship  
 Rhodes Chevrolet-Geo Scholarship  
 Sanders Ford Scholarship  
 Stevenson Hyundai Jeep-Eagle Scholarship  
 Susie and Louis W. Sewell, Sr. Memorial Scholarship  
 Shields-Sparkman Medical Allied Health Scholarship  
 Soroptimist International of Jacksonville Scholarship  
 Southerland Electric Company Scholarship  
 Stamats Distributing Company Scholarship  
 Stanadyne Scholarship  
 Richard A. Suls Memorial Scholarship  
 Swansboro Rotary Club Scholarship  
 Switzer Scholarship  
 Rebecca Perry Sylvester Memorial Scholarship  
 Tar Heel Aviation, Inc. Scholarship  
 Tireville Scholarship  
 Thurston-Zimmerman Memorial Scholarship  
 Walter "Blackie" Vatcher Memorial Scholarship  
 Barbara and Huck Venters Scholarship  
 The Whitehead/Lanier Memorial Scholarship  
 (Sponsored by Jacksonville Police Training Academy, Inc.)  
 Wilmington Coca Cola Bottling Company Scholarship

## SCHOLARSHIPS RELATED TO PROFESSIONS

**THE JULIETTE A. SOUTHARD SCHOLARSHIP TRUST FUND** of the American Dental Assistants' Association provides tuition scholarships for Dental Assistant Education. The fund is named for the founder of the American Dental Assistants' Association and is supported entirely by voluntary donations. At the beginning of 1973 scholarship awards ranged from \$100 to \$1,000.

**THE CERTIFICATE SCHOLARSHIP PROGRAM** for dental hygiene administered by the American Dental Hygienists' Association provides financial assistance to second-year students enrolled in the college associate degree program. Funds are provided by donations from professional

organizations, supporting industries and interested agencies and individuals. Scholarships range from \$300 to a maximum of \$3,000 which is based on the recipient's financial need. Applications must be received by the American Dental Hygienists' Association before April 1.

**THE PROSPECTIVE TEACHER'S SCHOLARSHIP LOAN PROGRAM** administered by the Department of Public Instruction provides awards of \$2,000 each academic year. Selection of recipients is based on such factors as the greatest demand for teachers of particular subjects or areas and financial need. After graduation, one scholarship loan note is canceled for each year taught.

**THE ONSLOW MEMORIAL HOSPITAL ALLIED HEALTH SCHOLARSHIP PROGRAM** offers scholarships for students entering or already enrolled in allied health curricular programs. The number of scholarships available each year and for which programs they are available is based on the current employment needs of the hospital. Students must agree to work for Onslow Memorial Hospital for the same duration of time that they receive the scholarship. Contact the Human Resources Department of Onslow Memorial Hospital, 317 Western Boulevard, PO Box 1358, Jacksonville, NC 28546-1358 or 919-577-2250.

## GRANTS

The following grant programs are administered by the human services department. These programs are designed to assist eligible students who are enrolled full time in vocational or technical curricula. For specific information on any grant, please visit the human services department in room 115 in the Ragsdale Building.

**JOB TRAINING PARTNERSHIP ACT** Assistance available for tuition, fees, books and required supplies.

**CHILD CARE** Contracts with local child care centers enable parents to choose the center they desire at little or no cost.

**SINGLE PARENT/DISPLACED HOMEMAKER** Assistance available for tuition, fees, books and required supplies.

**NEW DIRECTIONS** - Assistance available for child care, tuition, fees, books and required supplies, for students enrolled in non traditional curricula.

**PELL GRANT (FORMERLY THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG))** provides the recipient with a base sum of financial assistance. Recipients may attend the college with the award and may apply for additional funds from other programs to meet the total cost of their education. Such factors as total funds allocated by Congress for the federal grant program, cost of education, and expected family contribution determine the award amount.

**THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM** is funded by the federal government for students with exceptional financial needs. The students are recipients of awards since they would



be unable to continue their education without a grant. Additional financial aid is awarded to the recipients from the other programs.

## LOANS

Short-term emergency loans are made available by Coastal Carolina Community College Foundation office to students in EMERGENCY situations, to cover the costs of tuition and/or books.

## EMPLOYMENT OPPORTUNITIES

**THE “ON CAMPUS” COLLEGE WORK-STUDY PROGRAM** is funded by the federal government and the college. The program assists students by providing job opportunities within the various departments on the college campus. Total hours of work and earnings are based on the financial needs of the individual students on the program.

**THE “OFF CAMPUS” COLLEGE WORK-STUDY PROGRAM** is funded by local nonprofit organizations and the Federal Government. Students on the program may be employed by a school, hospital, or with some other public or private social agency. Financial need is the basis for placement on the program and for total compensation. High school seniors may be placed on the summer program by obtaining an application from the college financial aid office.

**JOB PLACEMENT ASSISTANCE** is offered by career services. Job listings are posted on bulletin boards located in the Student Services Building outside the Student Emporium bookstore and in the Ragsdale Building. In addition, the NC Employment Security Commission has provided terminals in the career center for student access to local, state, and national job listings. Also, counselors have been provided to register students with the ESC and to provide employment counseling for them.

## VETERANS BENEFITS

The college is approved for the training of veterans, war orphans, children of totally disabled veterans, or a widow of any person who died of a service connected disability, or the wife of any veteran with a total disability of a permanent nature resulting from a service connected disability. Eligible persons seeking such benefits should contact the college, be accepted for a program of study, and then seek counseling from the veterans affairs officer.

All GI Bill students should have and be familiar with the “Veterans Affairs’ Handbook.” They should also read the “Veterans’ Affairs Newsletters” that are published periodically.

GI Bill students are liable for repayment of overpayments resulting from their repeating courses for which they have received credit. If a student receives a grade of “D” or better, he/she cannot draw GI Bill educational

benefits for repeating the course. It is the student's responsibility to insure that he or she does not repeat courses.

If a student changes curriculums, he/she may be allowed transfer credit for applicable courses taken and passed in the previous curriculum. Cumulative GPA will be computed with grades earned only in courses transferred into the new curriculum.

## **VOCATIONAL REHABILITATION ASSISTANCE**

Certain students with special needs are eligible for aid administered through the Division of Vocational Rehabilitation, NC Department of Public Instruction. Those who seek aid should apply with the local Division of Vocational Rehabilitation.

## **SOCIAL SECURITY BENEFITS**

Some students may qualify for financial assistance through their parents' social security benefits. Those seeking such aid should first contact their local Social Security Office.

## **STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS**

Students must be enrolled full time, have at least a "C" (2.0) cumulative average, and not be on probation in order to hold an office in any student organization or hold any title representing the college.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

The college encourages participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are, nevertheless, an important phase of student growth and development. A faculty sponsor is required for each student group and organization.

The groups currently functioning on the campus are as follows:

### **ACT ONE CLUB**

The Act One Club is the drama organization whose purpose is to develop student interest and talent and serve as a showcase for it. Student members meet together regularly and participate in actual theater productions.

### **AMBASSADORS PROGRAM**

A select number of students representing various educational programs at the college, with a variety of career goals and experiences will be selected as ambassadors. Their nomination by faculty and staff, grade point average, leadership potential and communication skills will be considered. Length of

service will be one year with the option to renew for the second year with the approval of the screening committee. For their service to the college, those selected students will receive tuition, fees and a college blazer.

## **CCCC ASSOCIATION OF NURSING STUDENTS**

The purpose of the CCCC Association of Nursing Students is to promote the welfare of all individuals without regard for race, sex, origin, social or economic status by sharing in all phases of social living, upholding professional and educational standards, and adhering to a code of ethics which encourages the highest traditions of the nursing profession.

The club is open to enrolled Associate Degree Nursing students, undergraduate students enrolled in state approved programs leading to licensure as a registered nurse, registered nurses enrolled in undergraduate programs in nursing, and pre-nursing students enrolled in college programs designed as preparation for entrance into an undergraduate program leading to an associate degree, diploma, or baccalaureate degree in nursing. This club is the local component of the District and State Student Nurses Association.

## **MATH CLUB**

The Coastal Carolina Community College Math Club is designed for students who want to enhance their higher math skills. The club's major objectives are to provide study groups for higher math, to act as a liaison between CCCC and four (4) year schools for meeting math requirements, and to support the math department in any way it can. Membership is open to all students who have an interest in math and believe that math is their friend.

## **MEDICAL LABORATORY TECHNICIAN CLUB (MLT)**

The goals shall be to enhance and broaden the education of medical laboratory studies by providing members with learning experiences not normally provided for in the traditional classroom setting.

This club is open to enrolled MLT students.

## **PARALEGAL CLUB**

The Paralegal Club is a society for students enrolled in the Paralegal Technology Program. It is a student affiliate of the National Association of Legal Assistants, organized to further paralegal education and encourage a high degree of ethical and professional attainment. The Paralegal Club sponsors educational programs and attendance at professional seminars in cooperation with the legal profession, the National Association of Legal Assistants, Inc., and the North Carolina Paralegal Association. The Paralegal Club also sponsors social events and appropriate fund raising activities to defray expenses



of attendance at out-of-town seminars. Membership is open to students currently enrolled in the paralegal curriculum or who have taken, are taking, or plan to take at least one paralegal course.

### **PHI BETA LAMBDA (Business Club)**

Phi Beta Lambda is a national organization for students enrolled in a college level business program. This organization provides the student with experiences which cannot be paralleled in a classroom situation by acquainting him or her with the business world in his/her community.

One of the major objectives of PBL is to develop strong, aggressive leadership so that these future businessmen and women may function more effectively in the business world and the community.

Members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively with each other, and participate in other activities—all of which contribute to the development of good leadership qualities.

The local and state chapters of PBL operate under charters granted by FBLA-PBL, Inc. There are over 600 local and state chapters, each one having its own constitution.

Members are students interested in different facets of business. To be a member, a student must have taken, be currently taking, or plan to take at least one business course.

### **PHI THETA KAPPA (Honor Society)**

Phi Theta Kappa is an international honor society for students enrolled in a two-year college. Membership, by invitation only, is extended to students who are enrolled in a degree program and have achieved a cumulative grade point average of 3.55 or better. Phi Theta Kappa's purpose is to promote academic excellence through the Society's four hallmarks: Scholarship, Leadership, Service, and Fellowship.

### **PRACTICAL NURSING EDUCATION CLUB**

The Practical Nursing Education Club is an organization designed to prepare the practical nursing student for membership and participation in the professional practical nursing organizations. Professional growth and development are encouraged through group activities and field trips. Membership is limited to students enrolled in the Practical Nursing Education Curriculum.

### **S.A.D.H.A.**

The Coastal Carolina Community College Student Chapter of the American Dental Hygienists' Association is a club whose purpose it is to promote oral health to students, faculty, staff, and the community. The club is open to students in the Dental Hygiene curriculum.

## **S.H.E.L.L.**

Students Helping the Earth Live Longer is an organization of environmentally concerned students. With an emphasis on those issues which directly affect our campus and local community, S.H.E.L.L. sponsors activities which improve public awareness and encourage participation in resource conservation and protection.

## **STUDENT CHAPTER OF THE AMERICAN INSTITUTE OF BUILDING DESIGN**

The student chapter of the American Institute of Building Design welcomes architectural technology students to participate in the exchange of information and experience with the AIBD of the United States and local and state affiliated associations. Student members meet together regularly and participate in fund raising activities to help defray the cost of educational field trips to areas of architectural interest both within the state and out-of-state.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student government provides a means through which students can promote interest in student activities both on and off campus.

## **SPORTS AND ATHLETICS**

Coastal Carolina is a member of East Carolina Community College Athletic Association.

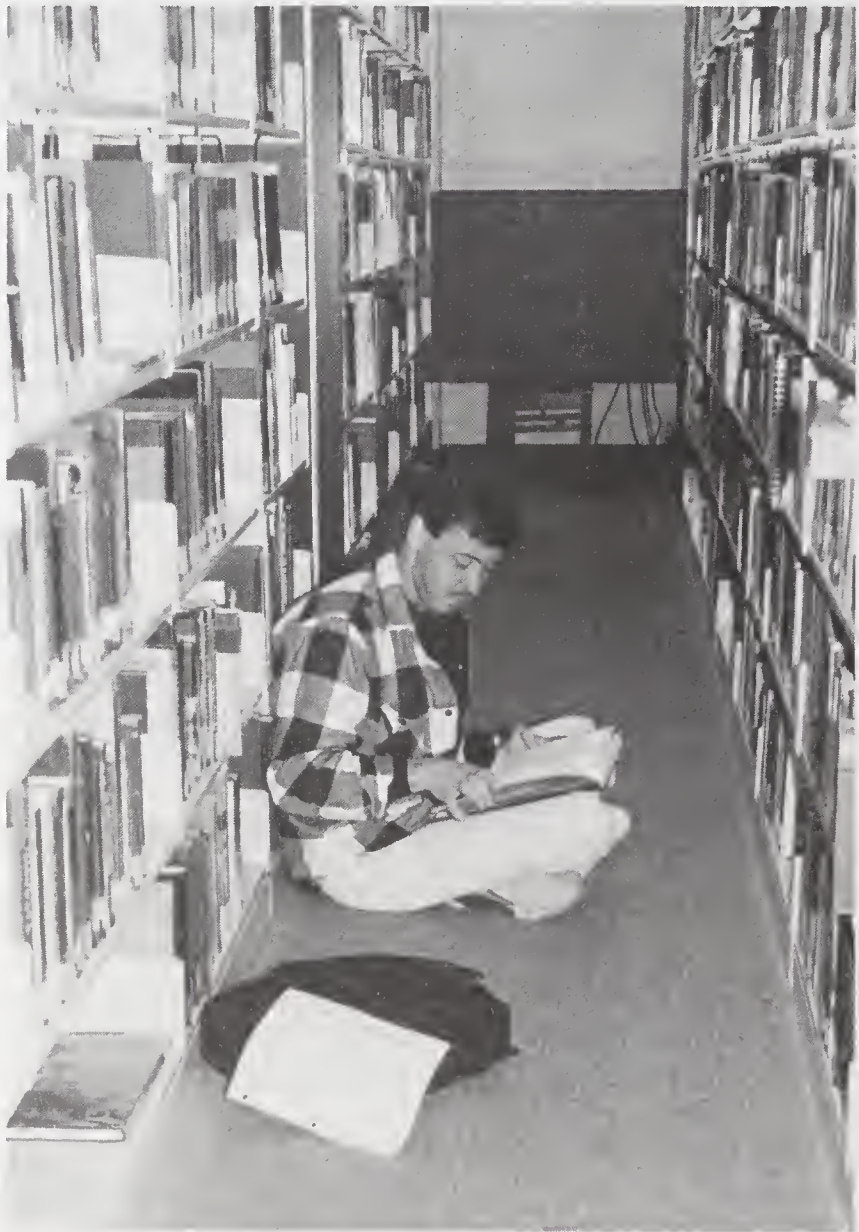
The following are intercollegiate sports:

FALL — Co-ed volleyball

SPRING — Co-ed tennis, co-ed golf, mens slow pitch softball and women's slow pitch softball.

## INTRAMURAL SPORTS

Coastal Carolina offers a diverse program of activities for the students, faculty and staff of the college. An attempt is made to appeal to a very broad range of interests and needs as expressed by our college community. The primary objective of the program is to provide extracurricular opportunities which are both enjoyable and fitness oriented. Throughout each quarter, a variety of activities is offered on a voluntary basis. Coastal is an institutional member of the National Intramural Recreational Sports Association and strives to improve student activities. Our theme "Be a part of the Action" encourages students to become involved and gain worthwhile experience during their time at Coastal Carolina.





## COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help insure the purpose and objectives of the college, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basic costs of the college, but such funds never meet all the needs for facilities and educational and cultural opportunities. Because of limitations on normal sources, the college must look for private donor support.

### USES OF FUNDS

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for buildings, programs, and activities of the college which promote the objectives of the college.

While the current major objective of the college foundation is to provide scholarships for Coastal's students, funds may be used to support or promote activities including but not limited to:

- Capital outlay,
- Procurement of special equipment,
- Development of special facilities,
- Support of the college library,
- Professional development for staff and faculty.

### PROCEDURE FOR GIVING

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the college or the foundation are encouraged to contact the president of Coastal Carolina Community College or any foundation member.

Opportunities for large or small gifts to the college are almost unlimited and can be readily tailored to fit the situation or desires of the individual donor.

## BOARD OF DIRECTORS OF COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

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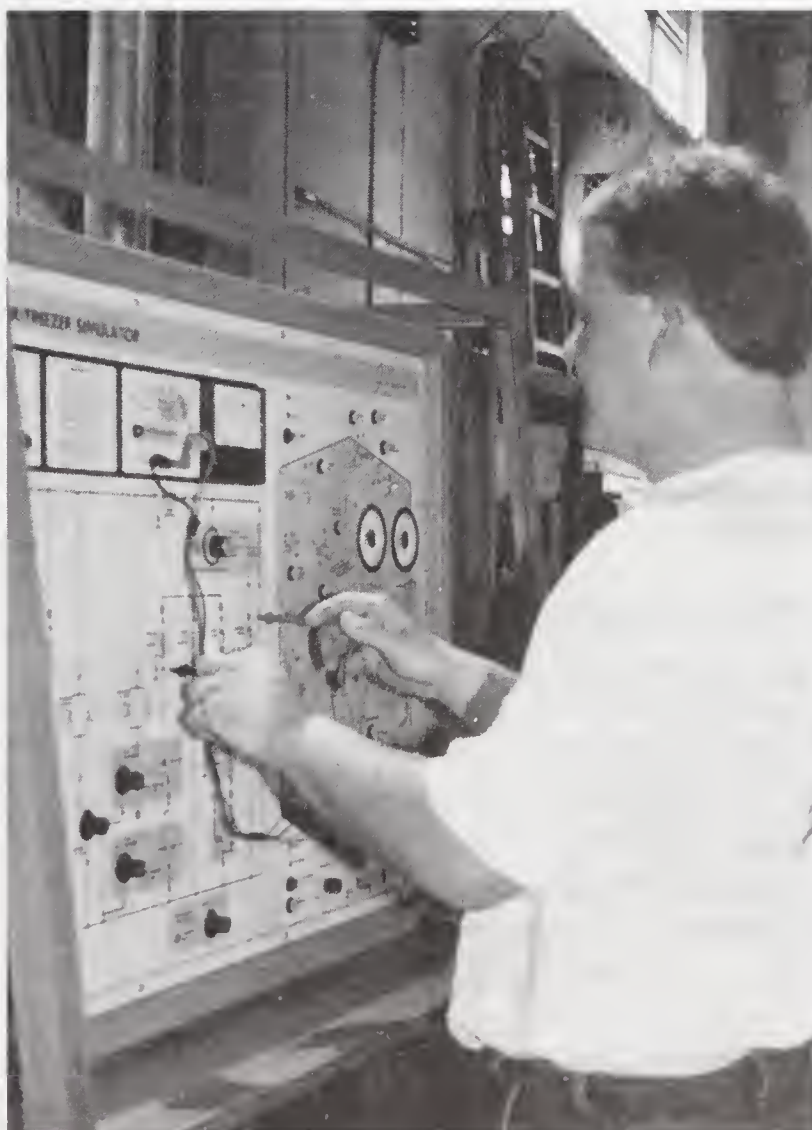
## PROGRAMS OF STUDY

Coastal Carolina Community College offers the following programs of study. The courses listed in each curriculum are required. However, they may not always be taught during the quarter indicated. A student should confer with his or her educational counselor concerning course schedules. A schedule of courses offered will be published quarterly. The college reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

### COLLEGE TRANSFER DIVISION ASSOCIATE IN ARTS DEGREE

C024 General  
C004 Pre-Business Administration  
C026 Pre-Business Education  
C020 Pre-Education Elementary  
(K-3 or 4-9)  
C028 Pre-Education Secondary  
(10-12)

C036 Pre-International Studies  
C009 Pre-Journalism  
C010 Pre-Law  
C011 Liberal Arts  
C023 Pre-Nursing  
C029 Pre-Recreation  
C019 Pre-Social Work





## ASSOCIATE IN SCIENCE DEGREE

C001 Pre-Agriculture  
C005 Pre-Dental  
C007 Pre-Engineering  
C008 Pre-Forestry  
C012 Pre-Mathematics

C017 Pre-Pharmacy  
C018 Pre-Science  
C033 Pre-Textiles  
C021 Pre-Veterinary Medicine

## ASSOCIATE IN FINE ARTS DEGREE

C003 Pre-Art  
C006 Pre-Drama

C015 Pre-Music

## OCCUPATIONAL DIVISION

## ASSOCIATE IN APPLIED SCIENCE DEGREE

T016 Accounting  
T030 Administrative Office Tech  
T041 Architectural Technology  
T059 Associate Degree Nursing  
T176 Automotive Technology  
T018 Business Administration  
T022 Business Computer Programming  
T129 Criminal Justice  
T054 Dental Hygiene

T139 Emergency Medical Science  
T063 Fire Protection Technology  
T033 General Office  
T110 Medical Laboratory Technology  
T032 Medical Office Technology  
T192 Microcomputer Systems  
Technology  
T120 Paralegal Technology  
T146 Public Administration  
T031 Secretarial - Legal

## DIPLOMA PROGRAMS

T022D Business Computer  
Programming  
T192D Microcomputer Systems  
Technology  
V024 Air Conditioning, Heating and  
Refrigeration  
V001 Automotive Body Repair  
V067 Child Care Worker  
V009 Cosmetology

V011 Dental Assistant  
V013 Diesel Vehicle Maintenance  
V018 Electrical Installation  
V042 Electronic Servicing  
V032 Machinist  
V038 Practical Nursing  
V050 Welding  
V071 Surgical Technology

## CERTIFICATE PROGRAMS

T041C Architectural Technology  
T176C Automotive Technology  
T189 Basic Law Enforcement  
T022C Business Computer  
Programming  
T033C General Office  
T192C Microcomputer Systems  
Technology

V024C Air Conditioning, Heating  
and Refrigeration  
V013C Diesel Vehicle Maintenance  
V018C Electrical Installation  
V042C Electronic Servicing  
V032C Machinist  
V072 Nursing Assistant  
V050C Welding

## CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS

The general requirement that a student have at least a “C” (2.0) overall average applies to all curricula. All college programs of study leading to two-year degrees are designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills. Students entering programs, not prepared to begin study in required college-level courses, must prepare themselves in appropriate developmental courses.

### COLLEGE TRANSFER PROGRAM

The College Transfer Program is composed of a wide variety of courses in the arts and sciences. Courses are selected in this Program in order to obtain an Associate Degree, to fulfill related course requirements in certain occupational curricula, or to provide general educational enrichment.

Associate Degrees are offered in the Arts (A.A.), Sciences (A.S.), and Fine Arts (A.F.A.). The 96 quarter credit hours of course work leading to these degrees is designed to parallel the freshman and sophomore years of study at four-year colleges and universities.

The Associate in Arts Degree is for students designing to pursue liberal arts and pre-professional programs in areas other than the fine arts and the sciences. Examples of Associate in Arts Degree areas are the following: business administration, business education, elementary education, secondary education, international studies, journalism, law, nursing, recreation and social work.

The Associate in Science Degree is for students desiring to enter science and/or math related fields. Examples of Associate in Science Degree areas are the following: agriculture, dentistry, engineering, forestry, mathematics, pharmacy, science, textiles, and veterinary medicine.

The Associate in Fine Arts Degree is for students desiring to pursue studies in drama, music, or visual arts.

In each of the Associate Degree curricula, certain general education courses are required in the areas of English, mathematics, natural science, social science, humanities, fine arts, and physical education. In addition to these required general education courses, other more specialized courses are suggested in various pre-professional curricula leading to the Associate in Arts and Associate in Science Degrees and required in the pre-professional curricula of art, drama, and music leading to the Associate in the Fine Arts Degree. Finally, in each Associate Degree curriculum, a number of credits are unspecified: courses taken to fulfill these credits are at the election of the student (called elective courses).

In the process of successfully completing this program of study, the college transfer student will have demonstrated the ability to:

1. Be able to communicate satisfactorily in written English.
2. Be able to analyze mathematical or scientific information, understand relationships among variables, and arrive at logical conclusions to specific problems.
3. Understand the foundation of one's own culture through a knowledge of basic themes and events in the history of western civilization.
4. Understand the role of life-long physical activity in enhancing the quality of one's life.
5. Be familiar with the aims and methods of intellectual, spiritual, literary, or artistic expressions that have shaped development of human imagination.

**PHYSICAL EDUCATION COLLEGE REQUIREMENT**

Any college transfer student seeking an associate degree is required to take three (3) quarter credits of physical education, one of which must be PED 151, Physical Conditioning and Wellness I. A student may be exempted from this requirement subject to the approval of the Dean of Curriculum Education upon presentation of a written medical exemption from his/her physician indicating a permanent physical handicap.

**GENERAL EDUCATION REQUIREMENTS FOR THE  
ASSOCIATE IN ARTS DEGREE**

	Credit Hours
<b>ENGLISH</b> .....	10
English Composition 151-152 .....	10
<b>MATHEMATICS</b> .....	5-10
College Algebra 161 or higher math.....	5
or	
Contemporary College Math 151 and 152 .....	10
<b>NATURAL SCIENCES</b> .....	12
Anatomy, Physiology, & Microbiology 171-172-173.....	12
or	
General Biology 161-162-163.....	12
or	
General Chemistry 161-162-163.....	12
or	
Physics 161-162-163.....	12
(May be substituted by Physics 261-262-263)	
or	
Physical Science 151-152-153 .....	12
<b>SOCIAL SCIENCE</b> .....	15
Western Civilization 151-152.....	10
or	
American History 161-162.....	10
and	
One additional Social Science course .....	5
<b>HUMANITIES AND FINE ARTS</b> .....	15
Select at least two courses in humanities and one course in fine arts from the following:	
Humanities .....	10
Literature, Foreign Language*, Philosophy, Religion, Speech, or Voice and Diction	
Fine Arts .....	5
Art, Drama or Music	



<b>COMPUTER LITERACY</b> .....	4
Microcomputer Literacy CAS 153. ....	4
<b>PHYSICAL EDUCATION</b> .....	3
PED 151-Physical Conditioning and Wellness I .....	1
and	
Two additional activity courses.....	2
<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b> .....	64-69
<b>ELECTIVES and other suggested major curriculum</b> .....	27-32
<b>MINIMUM TOTAL NUMBER OF CREDITS FOR DEGREE</b> .....	96

\*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

**GENERAL EDUCATION REQUIREMENTS FOR THE  
ASSOCIATE IN SCIENCE DEGREE**

	<b>Credit Hours</b>
<b>ENGLISH</b> .....	10
English Composition 151-152 .....	10
<b>MATHEMATICS</b> .....	20
College Algebra 161 and Trigonometry 162 .....	10
Introductory Statistics 250.....	5
Calculus and Analytic Geometry 261-262-263-264 .....	5-20
Differential Equations 265 .....	5
<b>NATURAL SCIENCES</b> .....	24
Anatomy, Physiology, & Microbiology 171-172-173.....	12
or	
General Biology 161-162-163.....	12
or	
General Chemistry 161-162-163 .....	12
or	
Physics 161-162-163.....	12
(May be substituted by Physics 261-262-263)	
or	
Physical Science 151-152-153 .....	12
<b>SOCIAL SCIENCE</b> .....	10
Western Civilization 151-152.....	10
or	
American History 161-162.....	10
<b>HUMANITIES AND FINE ARTS</b> .....	8
Select at least one course in humanities and one course in Fine arts from the following:	
Humanities	
Literature, Foreign Language*, Philosophy, Religion, Speech, or Voice and Diction	
Fine Arts	
Art, Drama or Music	
<b>COMPUTER LITERACY</b> .....	4
Microcomputer Literacy CAS 153.....	4
<b>PHYSICAL EDUCATION</b> .....	3
PED 151-Physical Conditioning and Wellness I .....	1
and	
Two additional activity courses.....	2
<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b> .....	79
<b>ELECTIVES and other suggested major curriculum</b> .....	17
<b>MINIMUM TOTAL NUMBER OF CREDITS FOR DEGREE</b> .....	96

\*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

THE GENERAL EDUCATION AND  
MAJOR CURRICULUM REQUIREMENTS FOR  
THE ASSOCIATE IN FINE ARTS DEGREE

	Credit Hours
ENGLISH .....	10
English Composition 151-152 .....	10
MATHEMATICS .....	5
College Algebra 161 or higher math. ....	5
NATURAL SCIENCES .....	12
Anatomy, Physiology, & Microbiology 171-172-173 .....	12
or	
General Biology 161-162-163. ....	12
or	
General Chemistry 161-162-163 .....	12
or	
Physics 161-162-163 .....	12
(May be substituted by Physics 261-262-263)	
or	
Physical Science 151-152-153 .....	12
SOCIAL SCIENCE .....	10
Western Civilization 151-152. ....	10
or	
American History 161-162. ....	10
HUMANITIES .....	10
Select ten (10) hours in humanities	
Humanities .....	10
Literature, Foreign Language*, Philosophy, Religion, Speech, or	
Voice and Diction	
COMPUTER LITERACY .....	4
Microcomputer Literacy CAS 153. ....	4
PHYSICAL EDUCATION .....	3
PED 151-Physical Conditioning and Wellness I .....	1
and	
Two additional activity courses .....	2
TOTAL GENERAL EDUCATION REQUIREMENTS .....	54
ELECTIVES and major curriculum requirements in Pre-Art, Pre-Drama, or	
Pre-Music .....	42
(respective required courses are outlined below)	
PRE-ART (A.F.A) 37	
ART 162,163,171,181,251,252,261,262,281,282	
and one of the following:	
ART 175,185,255	
PRE-DRAMA (A.F.A) 36	
DRA 150 (to be taken two times during the first year), 151,	
152,153,154,250 (to be taken two times during the second year),	
255,261,262	
SPH 161	
PRE-MUSIC (A.F.A) 39	
MUS 171,172,173,271,272,273	
MUS 167,168,169	
MUS 181,182,183 .....	
(Students who pass the piano proficiency exam upon commencing the	
Pre-Music major will have the class piano requirement waived. Students	
who do not pass the piano proficiency exam will be placed in the	
appropriate section of Class Piano and must either pass the piano	
proficiency exam or MUS 183 before graduation.)	

MUS 191,192,193,291,292,293

(Students must choose Brass (B), Classical Guitar (G), Organ (R), Percussion (D), Piano (P), Strings (S), Voice (V), or Woodwinds (W) as a major instrument and complete all six quarters of applied music under a single letter designation to graduate. These classes are not available for audit.

Three quarter hours from MUS 156, 157 ,158, 159, 257 258, 259 (Any may be taken three (3) times for credit)

**MINIMUM TOTAL NUMBER OF CREDITS FOR DEGREE ..... 96**

\*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

**SUGGESTED MAJOR CURRICULUM COURSES FOR THE ASSOCIATE DEGREE IN ARTS AND SCIENCES**

In addition to the general education requirements in the Associate in Arts and Associate in Science Degree areas, other courses are suggested in various major curricular areas. These curricular outlines will serve as a general guide for students. However, transfer requirements vary among senior institutions; and thus, students should consult the senior institutions of their choice and work closely with faculty advisors in planning the most appropriate two-year program of study.

**PRE-AGRICULTURE CURRICULUM (A.S.)**

Agriculture is a complex industry built on a sound educational foundation of science and business. Upon graduation from senior institutions, students will find broad and fascinating opportunities in fields of farm management, marketing, transportation, and fertilizer and food manufacturing and processing. Agriculture majors offered at senior institutions are in biological science, business technology, conservation, plant protection agronomy, and many other individualized programs that meet the needs of the student.

**General Education ..... 75**

**Suggested Curriculum Courses**

History 151,152.....	10
Geography 151,152.....	8
Biology 161,162,163 .....	12
Chemistry 161,162,163.....	12
Mathematics 161,162,261.....	15

**Electives (sufficient to meet degree requirements)**

**Minimum Total Number of Credits for Degree ..... 96**

**PRE-BUSINESS ADMINISTRATION CURRICULUM (A.A.)**

This curriculum includes a broad foundation in liberal arts and professional courses in order to prepare a person to transfer to a senior institution in business, and later, to meet the changing complexities of life and leadership in the business community. The selection of professional studies at senior institutions includes accounting, business administration, economics, marketing, insurance, management, finance, and industrial relations.

**General Education ..... 60-65**

**Suggested Curriculum Courses**

Accounting 171,172.....	12
Business 161 .....	5
Economics 161,162.....	10
Mathematics 162, 261.....	10

**Electives (sufficient to meet degree requirements)**

**Minimum Total Number of Credits for Degree ..... 96**



**PRE-BUSINESS EDUCATION CURRICULUM (A.A.)**

This curriculum provides a basis for pursuit of a baccalaureate degree in business or distributive education. With this degree, opportunities exist in teaching and office administration.

**General Education** ..... 60-65

**Suggested Curriculum Courses**

Accounting 171,172.....12

Business 161.....5

Economics 161,162.....10

Office Science 151,152,153,154,155,156 .....24

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-DENTAL CURRICULUM (A.S.)**

In general, admission to dental schools requires at least three years of high level undergraduate academic performance in a variety of disciplines. Students should consult the catalogs of the dental schools to which they plan to apply for specific entrance requirements.

**General Education** ..... 75

**Suggested Curriculum Courses**

Biology 161,162,163 .....12

Biology 171,172,173 .....12

Chemistry 161,162,163.....12

Psychology 251.....5

Sociology 151.....5

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-ELEMENTARY EDUCATION CURRICULUM (A.A.)**

This curriculum provides a basis for pursuit of a baccalaureate degree in early childhood or intermediate education.

**General Education** ..... 60-65

**Suggested Curriculum Courses**

Art 161.....5

Education 251 .....5

Geography 151,152.....8

Health 151.....5

History 161,162.....10

Music 161 .....5

Political Science 151.....5

Speech 151.....3

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-ENGINEERING CURRICULUM (A.S.)**

This curriculum prepares students to pursue baccalaureate degrees in the engineering areas of aerospace, chemical, civil, electronic, engineering mechanics, industrial, mechanical, and nuclear. Students should contact the engineering school of their choice in order to obtain specific information on degree requirements.

**General Education** ..... 75

**Suggested Curriculum Courses**

Chemistry 161,162,163.....12

Mathematics 161,162,261,262,263,264,265.....20-35

Physics 261,262,263 .....15

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-FORESTRY CURRICULUM (A.S.)**

This curriculum prepares students to pursue baccalaureate degrees in the areas of conservation, forestry, recreation resources management, recreation and park administration, natural resource management, and wood/paper technology.

**General Education** ..... 75

**Suggested Curriculum Courses**

    Biology 161,162,163 .....12

    Chemistry 161,162,163.....12

    Economics 161,162.....10

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**GENERAL CURRICULUM (A.A.)**

The general curriculum provides the opportunity for students to plan a broad, comprehensive educational program.

**General Education** ..... 60-65

**Suggested Curriculum Courses**

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-INTERNATIONAL STUDIES CURRICULUM (A.A.)**

This curriculum is for students interested in pursuing further course work in preparation for a career abroad.

**General Education** ..... 60-65

**Suggested Curriculum Courses**

    Political Science 151,165 .....10

    Geography 151,152.....8

    Foreign Language.....10-20

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-JOURNALISM CURRICULUM (A.A.)**

This curriculum is for students preparing for careers in mass media.

**General Education** ..... 60-65

**Suggested Curriculum Courses**

    English 251 .....5

    Speech 151,152 .....8

    Journalism 151,251 .....10

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-LAW CURRICULUM (A.A.)**

In general, admission to law school requires a high level of undergraduate academic performance in a variety of disciplines. Students desiring to enter the field of law should contact the law school which they plan to attend to determine its admission requirements. This information can then be used in determining appropriate course relations.

**General Education** ..... 60-65

**Suggested Curriculum Courses**

    Economics 161,162.....10

    Psychology 251 .....5

    Political Science 151.....5

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**LIBERAL ARTS CURRICULUM (A.A.)**

This curriculum is for students wanting to pursue study in all disciplines to obtain a broad education.

**General Education** ..... 60-65

Suggested Curriculum Courses

    Foreign Language ..... 10-20

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-MATHEMATICS CURRICULUM (A.S.)**

This curriculum is for students wanting to pursue a baccalaureate degree for teaching or research in mathematics.

**General Education** ..... 75

Suggested Curriculum Courses

    Chemistry 161,162,163 ..... 12

    Mathematics 161,162,250,261,262,263,264,265 ..... 15-35

    Physics 161,162,163 or 261,262,263 ..... 12

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-NURSING CURRICULUM (A.A.)**

This curriculum is for students wanting to pursue a baccalaureate degree in nursing. Students should contact the nursing school of their choice in order to obtain specific information on degree requirements.

**General Education** ..... 60-65

Suggested Curriculum Courses

    Biology 161,162,163,171,172 ..... 20

    Chemistry 161,162,163 ..... 12

    Psychology 251 ..... 5

    Sociology 151 ..... 5

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-PHARMACY CURRICULUM (A.S.)**

This curriculum is designed for students wanting to pursue a five-year baccalaureate degree in pharmacy. Pharmacy positions can be obtained in hospitals, research, production, law enforcement, education, and, of course, private practice. Students should contact the pharmacy school of their choice in order to obtain specific information on degree requirements.

**General Education** ..... 75

Suggested Curriculum Courses

    Chemistry 161,162,163 ..... 12

    Economics 161,162 ..... 10

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96

**PRE-RECREATION CURRICULUM (A.A.)**

This curriculum is designed to prepare students for pursuit of a baccalaureate degree in recreation. Recreational positions are available at the local, state, and national level in such areas as municipal recreation, park management, and therapeutic recreation.

**General Education** ..... 60-65

Suggested Curriculum Courses

    Health 151 ..... 5

    Safety 152 ..... 3

    Recreation 251,252 ..... 10

    Physical Education 152,155,156,158,159,169 ..... 6

    Psychology 251,252 ..... 10

    Sociology 151 ..... 5

    Political Science 151 ..... 5

**Electives** (sufficient to meet degree requirements)

**Minimum Total Number of Credits for Degree** ..... 96



## PRE-SCIENCE CURRICULUM (A.S.)

This curriculum is designed for students desiring to pursue baccalaureate degrees in the physical and/or biological sciences.

General Education .....	75
Suggested Curriculum Courses	
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree .....	96

## PRE-SECONDARY EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in secondary education. Upon transferring, students will choose a subject area of concentration.

General Education .....	60-65
Suggested Curriculum Courses	
Education 251 .....	5
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree .....	96

## PRE-SOCIAL WORK CURRICULUM (A.A.)

This curriculum is designed for students who are desiring to undertake advanced degree work in order to seek employment with agencies that concern themselves with the welfare of disadvantaged groups in society.

General Education .....	60-65
Suggested Curriculum Courses	
Psychology 251,253 .....	10
Sociology 151,152 .....	10
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree .....	96

## PRE-TEXTILES CURRICULUM (A.S.)

This curriculum is designed for students who desire to enter senior institutions with specialty degrees in textiles, i.e., the School of Textiles at North Carolina State University. Students are urged to contact the senior institution of their choice as early as possible to coordinate course planning and transfer procedures.

General Education .....	75
Suggested Curriculum Courses	
Chemistry 161,162,163 .....	12
Economics 161,162 .....	10
Physics 161,162,163 .....	12
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree .....	96

## PRE-VETERINARY MEDICINE CURRICULUM (A.S.)

In general, admission to schools of veterinary medicine requires achievement of a baccalaureate degree with a record of high level academic performance, particularly in the sciences. Students should consult the catalog of the veterinary schools to which they plan to apply for specific entrance requirements, and then, work closely with their faculty advisor in designing an appropriate two-year program.

General Education .....	75
Suggested Curriculum Courses	
Biology 161,162,163 .....	12
Chemistry 161,162,163 .....	12
Mathematics 261 .....	5
Electives (sufficient to meet degree requirements)	
Minimum Total Number of Credits for Degree .....	96

## DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program is a student-centered, pre-credit program of instruction offered to prepare students for admission to college transfer, technical, or vocational curricula. The Developmental Studies Program consists of three series: (1) 70 Basic Skills Series (math, reading and English); (2) 80 Developmental Series (math; and (3) 90 Developmental Series (math, reading, English, and science). A student enrolls in the appropriate developmental series if he or she:

1. scores below established performance standards on the college's placement examinations.
2. has insufficient high school background and/or desires to increase overall proficiency in English, reading, math , and/or science.
3. has enrolled in college transfer, technical, or vocational courses, but shows a need for improvement in English, reading, math, and/or science.

Various teaching techniques, specialized audiovisual equipment, and individualized instruction allow the student to progress at a comfortable rate, facilitating the maximum achievement of prescribed course objectives. The student is tested frequently to evaluate progress, and upon completion of a developmental sequence is permitted to select a curriculum suitable to his or her abilities and interests.

Students may spend one quarter to three quarters in the Basic Skills Series and one quarter to three quarters in the Developmental Series, depending upon the amount and rate of progress made. When a student who is enrolled full-time in the Developmental Studies Program is ready to enter regular curriculum studies, the student must visit a counselor and initiate a Curriculum Change Request. Once the Curriculum Change Request form has been completed, the student submits it to the Registrar's Office.

# OCCUPATIONAL DIVISION

## ASSOCIATE IN APPLIED SCIENCE PROGRAMS

### ACCOUNTING

T-016

#### CURRICULUM DESCRIPTION

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

### ACCOUNTING

T-016

		Hours Per Week	Quarter
		Class	Hours Credit
FALL QUARTER			
ACC 173	Financial Accounting .....	5	5
ENG 151	Composition and Rhetoric.....	5	5
MAT 121	Introduction to Technical Mathematics.....	5	5
OSC 109	Introductory Keyboarding.....	<u>2</u>	<u>3</u>
		17	18
WINTER QUARTER			
ACC 174	Managerial Cost Accounting.....	5	5
CAS 153	Microcomputer Literacy .....	3	4
ECO 161	Macroeconomics.....	5	5
ENG 152	Composition and Literature .....	<u>5</u>	<u>5</u>
		18	19
SPRING QUARTER			
ACC 138	Governmental Accounting.....	5	5
BUS 161	Introduction to Business.....	5	5
ECO 162	Microeconomics .....	5	5
SPH 161	Principles of Speech.....	<u>5</u>	<u>5</u>
		20	20
SUMMER QUARTER			
COE 211	Cooperative Education*.....	<u>0</u>	<u>1</u>
		0	1
FALL QUARTER			
ACC 222	Intermediate Accounting I**.....	5	5
ACC 225	Auditing.....	5	5
ACC 240	Accounting Spreadsheet Applications .....	1	3
BUS 115	Business Law I.....	<u>5</u>	<u>5</u>
		16	18



**WINTER QUARTER**

ACC 223	— Intermediate Accounting II .....	5	0	5
ACC 229	— Taxes I .....	5	0	5
ACC 241	— Accounting Software Package .....	1	4	3
BUS 236	— Organizational Dynamics .....	5	0	5
	Social Science Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		19	4	21

**SPRING QUARTER**

ACC 227	— Advanced Accounting .....	5	0	5
ACC 230	— Taxes II .....	5	0	5
BUS 116	— Business Law II .....	5	0	5
BUS 123	— Business Finance .....	<u>5</u>	<u>0</u>	<u>5</u>
		20	0	20

TOTAL QUARTER HOURS: 116

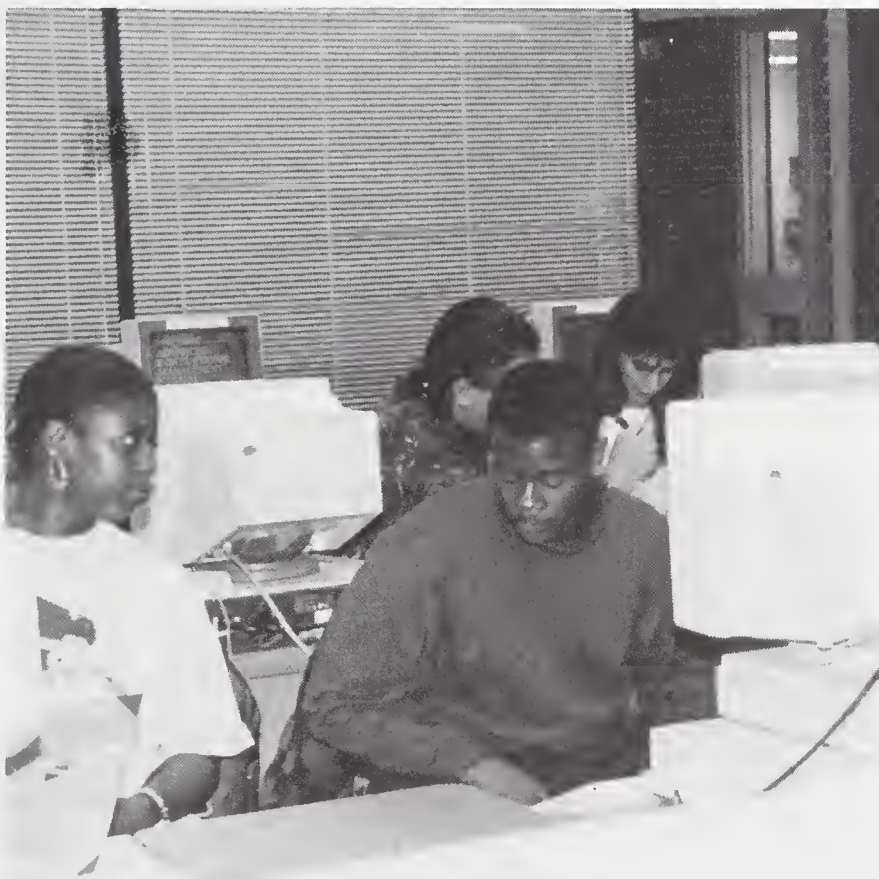
\*COE 211 is not a required course. The course will only be offered in the summer quarter to students with a 2.5 quality point average who have completed 50 credit hours. Every effort will be made to place students with preference going to students with the highest average.

\*\*The accounting major must have a least a 2.5 average in his principles courses (ACC 173 and ACC 174) or permission of the department head in order to continue in the curriculum. A student must have a 2.0 average in his 200 level accounting courses as well as a 2.0 overall average to graduate.



## EVENING DIVISION ACCOUNTING T-016

ACC 173 and 174 will be offered every quarter. ACC 229 will be offered in the winter quarter with ACC 230 following in the spring (depends on demand). ACC 138 will be offered every spring quarter. ACC 222 will be offered in the fall quarter of even numbered years. Other second-year courses required for the accounting major will be offered in subsequent quarters if sufficient demand is demonstrated by enrollment in ACC 222 when it is offered.



ADMINISTRATIVE OFFICE TECHNOLOGY

T-030

CURRICULUM DESCRIPTION

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

ADMINISTRATIVE OFFICE TECHNOLOGY

T-030

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	113 - Business Mathematic.....	5	0	5
BUS	161 - Introduction to Business.....	5	0	5
ENG	100 - Grammar.....	3	0	3
OSC	151 - Keyboarding* .....	3	2	4
		16	2	17
WINTER QUARTER				
BUS	110 - Business Computations-Lotus 1-2-3 .....	3	2	4
CAS	101 - Database Processing for Micros.....	3	2	4
ENG	121 - Grammar and Composition I.....	3	0	3
OSC	112 - Records Management .....	3	2	4
OSC	117 - Proofreading Techniques for the Electronic Office .....	3	0	3
OSC	152 - Document Formatting.....	3	2	4
		18	8	22
SPRING QUARTER				
OSC	119 - Basic Word Processing .....	3	2	4
OSC	131 - Office Procedures.....	3	2	4
OSC	134 - Professional Development.....	3	0	3
OSC	153 - Document Production .....	3	2	4
SPH	151 - Fundamentals of Speech .....	3	0	3
		15	6	18



**FALL QUARTER**

ENG 122	— Grammar and Composition II .....	3	0	3
OSC 154	— Shorthand Theory I .....	3	2	4
OSC 212	— Transcription Machines I .....	3	2	4
OSC 218	— Advanced Word Processing .....	3	2	4
	Social Science Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		15	6	18

**WINTER QUARTER**

ACC 218	— Secretarial Accounting .....	5	2	6
OSC 155	— Shorthand Theory II .....	3	2	4
OSC 204	— Technical Document Formatting and Production .....	3	2	4
OSC 213	— Transcription Machines II .....	<u>3</u>	<u>2</u>	<u>4</u>
		14	8	18

**SPRING QUARTER**

BUS 115	— Business Law I .....	5	0	5
CAS 215	— Introduction to Desktop Publishing .....	3	2	4
OSC 156	— Basic Dictation and Transcription .....	3	2	4
OSC 214	— Administrative and Legal Office Simulation ....	3	2	4
PSY 206	— Applied Psychology .....	<u>3</u>	<u>0</u>	<u>3</u>
		17	6	20

TOTAL QUARTER HOURS: 113

\*Students may receive credit by successfully passing an examination.



# ARCHITECTURAL TECHNOLOGY

T-041

## CURRICULUM DESCRIPTION

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors and municipal governments.

# ARCHITECTURAL TECHNOLOGY

T-041

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
<b>FALL QUARTER</b>					
ARC	100 - Sketching, Drawing and Composition .....	1	4	0	3
ARC	101 - Architectural Drafting and Design I.....	2	0	6	4
ARC	111 - Materials and Methods of Construction I.....	3	0	3	4
ENG	121 - Grammar and Composition I.....	3	0	0	3
MAT	121 - Introduction to Technical Mathematics.....	5	0	0	5
		14	4	9	19
<b>WINTER QUARTER</b>					
ARC	102 - Architectural Drafting and Design II .....	2	0	6	4
ARC	110 - Introduction To Architecture .....	2	0	3	3
ARC	112 - Materials and Methods of Construction II .....	3	0	3	4
MAT	122 - Technical Mathematics I.....	5	0	0	5
SPH	151 - Fundamentals of Speech .....	3	0	0	3
		15	0	12	19
<b>SPRING QUARTER</b>					
ARC	103 - Architectural Drafting and Design III .....	2	2	6	5
ARC	120 - Codes, Specs., and Contracts .....	2	2	0	3
ARC	221 - Architectural Environmental Systems.....	1	2	3	3
CAS	103 - Introduction to Microcomputers.....	2	2	0	3
MAT	123 - Technical Mathematics II .....	5	0	0	5
		12	8	9	19
<b>SUMMER QUARTER</b>					
ARC	130 - Architectural Estimating .....	2	4	0	4
ARC	140 - Computer Aided Drafting and Design .....	3	4	0	5
PHY	127 - Measurement and Statics .....	3	2	0	4
	Free Elective .....	3	0	0	3
	English/Humanities/Social Science Elective ....	30	0	3	
		14	10	0	19

FALL QUARTER

ARC 201	— Architectural Drafting and Design IV	2	2	6	5
ARC 211	— Architectural Presentations I	1	4	0	3
ENG 122	— Grammar and Composition II	3	0	0	3
PSY 206	— Applied Psychology	3	0	0	3
SRV 119	— Strength of Materials	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		12	8	6	18

WINTER QUARTER

ARC 202	— Architectural Drafting and Design V	2	2	6	5
ARC 212	— Architectural Presentations II	2	4	0	4
ENG 123	— Technical Writing	3	0	0	3
SRV 105	— Site Development	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		9	6	12	16

SPRING QUARTER

ARC 203	— Architectural Drafting and Design VI	2	4	6	6
ARC 210	— Project Seminar	1	6	0	4
ARC 220	— Portfolio	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		4	14	6	13

TOTAL QUARTER HOURS: 123

EVENING DIVISION  
ARCHITECTURAL TECHNOLOGY  
T-041  
CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Architectural Technology.

		Hours Per Week			Quarter Hours
		Class	Lab	Shop	Credit
FALL QUARTER					
ARC 101	— Architectural Drafting and Design I	2	0	6	4
ARC 111	— Material and Methods of Construction I	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
		5	0	9	8
WINTER QUARTER					
ARC 102	— Architectural Drafting and Design II	2	0	6	4
ARC 112	— Materials and Methods of Construction II	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
		5	0	9	8
SPRING QUARTER					
ARC 130	— Architectural Estimating	2	4	0	4
ARC 140	— Computer Aided Drafting and Design	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
		5	8	0	9

TOTAL QUARTER HOURS: 25



# **ASSOCIATE DEGREE NURSING**

**T – 059**

## **CURRICULUM DESCRIPTION**

The Associate Degree Nursing Curriculum is designed to prepare graduates to assess, analyze, plan, implement and evaluate nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

The Registered Nurse may be employed in a wide variety of health care settings such as hospitals, long term care facilities, clinics, physician's offices, industry and community health agencies.

## **ADMISSIONS REQUIREMENTS**

Applicants must meet admission requirements as outlined in the current information bulletin.

## **ACADEMIC REGULATIONS**

Students must maintain the quality point average in accordance with the College policy "Grade Point Average to Determine Continuance in School" for two year curricula.

Students who make a "D" or less in MAT 105 or on a nursing course or an "F" on a general education course, of three or more credit hours, will not be allowed to progress or graduate. Students who do not master calculation of medication dosage with 90% accuracy before their freshman clinical medication administration experience will be dismissed from the program.

## **ADDITIONAL REQUIREMENTS**

Once enrolled in the AD Nursing program, students will be required to:

1. Purchase liability insurance annually.
2. Demonstrate physical health as evidenced by the results of an annual physical and emotional health as evidenced by appropriate behavior.
3. Complete all required inoculations.
4. Adhere to the student guidelines specific to the Associate Degree Nursing Program.

## ASSOCIATE DEGREE NURSING T-059

		Hours Per Week		Quarter
		Class	Lab/ Clinic	Hours Credit
<b>FALL QUARTER</b>				
BIO	171 — Human Anatomy and Physiology I.....	3	3	4
NUR	101 — Fundamentals of Nursing .....	6	9	9
NUR	102 — Nutrition .....	2	0	2
PSY	251 — Introduction to Psychology.....	<u>5</u>	<u>0</u>	<u>5</u>
		16	12	20
<b>WINTER QUARTER</b>				
BIO	172 — Human Anatomy and Physiology II.....	3	3	4
MAT	105 — Math for Health Science .....	1	0	1
NUR	103 — Introduction to Nursing of Adults in Health and Illness .....	3	10	7
PSY	252 — Human Growth and Development .....	<u>5</u>	<u>0</u>	<u>5</u>
		12	13	17
<b>SPRING QUARTER</b>				
CAS	103 — Introduction to Microcomputers.....	2	2	3
NUR	104 — Nursing of Adults in Health and Illness I.....	3	10	7
PSY	253 — Abnormal Psychology .....	<u>5</u>	<u>0</u>	<u>5</u>
		10	12	15
<b>SUMMER QUARTER (One Split Summer Session)</b>				
NUR	105 — Behavioral Disorders .....	<u>5</u>	<u>9</u>	<u>8</u>
		5	9	8
<b>FALL QUARTER</b>				
ENG	151 — Composition and Rhetoric.....	5	0	5
NUR	206 — Parent-Child Nursing.....	5	14	10
SOC	151 — Introduction to Sociology .....	<u>5</u>	<u>0</u>	<u>5</u>
		15	14	20
<b>WINTER QUARTER</b>				
NUR	207 — Nursing of Adults in Health and Illness II .....	5	14	10
SPH	151 — Fundamentals of Speech .....	3	0	3
	Elective* .....	<u>3</u>	<u>0</u>	<u>3</u>
		11	14	16
<b>SPRING QUARTER</b>				
NUR	208 — Nursing of Adults in Health and Illness III.....	5	17	11
NUR	209 — Nursing Seminar .....	<u>2</u>	<u>0</u>	<u>2</u>
		7	17	13

TOTAL QUARTER HOURS: 109

\*Students must select a course(s) which expands knowledge beyond the courses which are required. Courses which are developmental in nature do not meet this elective requirement.

Off-campus training sites for the Associate Degree Nursing Program are:

Cherry Hospital, Goldsboro, NC

Naval Hospital, Camp Lejeune, NC

Onslow Memorial Hospital, Jacksonville, NC

Britthaven of Jacksonville, Jacksonville, NC Brynn Marr Hospital, Jacksonville, NC

AUTOMOTIVE TECHNOLOGY

T-176

CURRICULUM DESCRIPTION

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics, and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

AUTOMOTIVE TECHNOLOGY

T-176

		Hours Per Week			Quarter
		Class	Lab	Shop	Hours
FALL QUARTER					Credit
AUT	103 - Preventative Maintenance and Safety Inspection .....	2	0	3	3
AUT	104 - Internal Combustion Engine Fundamentals ....	2	0	6	4
AUT	106 - Engine Electrical and Fuel System Fundamentals .....	2	0	6	4
CAS	103 - Introduction to Microcomputers.....	2	2	0	3
ENG	121 - Grammar and Composition I.....	3	0	0	3
		11	2	15	17
WINTER QUARTER					
AUT	105 - Advanced Internal Combustion Engines .....	2	0	6	4
AUT	107 - Advanced Fuel and Electrical Systems .....	2	0	6	4
AUT	121 - Automotive Braking Systems.....	2	0	6	4
ENG	122 - Grammar and Composition II .....	3	0	0	3
PSY	206 - Applied Psychology .....	3	0	0	3
		12	0	18	18
SPRING QUARTER					
AHR	101 - Automotive Heating and Air Conditioning ....	2	0	6	4
AUT	110 - Automotive Electronic Fundamentals .....	2	0	6	4
AUT	122 - Auto Power Train Systems.....	2	0	6	4
ENG	123 - Technical Writing.....	3	0	0	3
		9	0	18	15
SUMMER QUARTER					
AUT	120 - Computer Controlled Fuel System .....	3	0	9	6
AUT	125 - Automatic Transmissions .....	3	0	9	6
WLD	101 - Basic Welding Principles.....	2	0	3	3
		8	0	21	15



**FALL QUARTER**

AUT 210 — Advanced Automotive Electronic Systems . . . . .	3	0	9	6
AUT 222 — Automotive Chassis and Suspension . . . . .	2	0	6	4
AUT 228 — Automotive Emission Systems . . . . .	2	0	6	4
MAT 121 — Introduction to Technical Math . . . . .	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
	12	0	21	19

**WINTER QUARTER**

AUT 203 — Automotive Tune-up . . . . .	2	0	6	4
AUT 227 — Advanced Suspension and Alignment . . . . .	3	0	9	6
PHY 129 — Mechanics and Heat . . . . .	3	2	0	4
POL 221 — US Government . . . . .	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	11	2	15	17

**SPRING QUARTER**

AUT 204 — Engine Performance and Driveability . . . . .	3	0	9	6
AUT 225 — Automotive Service Department Operations . . .	3	0	9	6
SPH 151 — Fundamentals of Speech . . . . .	3	0	0	3
Elective (could be Co-Op) . . . . .	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
	11	0	18	17

TOTAL QUARTER HOURS: 118

**EVENING DIVISION  
AUTOMOTIVE TECHNOLOGY  
T-176  
CERTIFICATE**

	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
<b>FALL QUARTER</b>				
AUT 106 — Engine Electrical and Fuel System				
Fundamentals . . . . .	2	0	6	4
AUT 222 — Automotive Chassis and Suspension . . . . .	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
	4	0	12	8
<b>WINTER QUARTER</b>				
AUT 121 — Automotive Braking Systems . . . . .	2	0	6	4
AUT 203* — Automotive Tune-up . . . . .	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
	4	0	12	8
<b>SPRING QUARTER</b>				
AUT 104 — Internal Combustion Engine Fundamentals . . . .	2	0	6	4
AUT 110 — Automotive Electronic Fundamentals . . . . .	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
	4	0	12	8
<b>SUMMER QUARTER</b>				
AHR 101 — Automotive Heating and Air Conditioning . . . .	2	0	6	4
AUT 203* — Automotive Tune-up . . . . .	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
	4	0	12	8

TOTAL QUARTER HOURS: 28

\*NOTE: AUT 203 Tune-up may be taken in either the winter or summer quarter.

**BASIC LAW ENFORCEMENT TRAINING**

**T – 189**

**CURRICULUM DESCRIPTION**

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training-Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail and private security.

**COURSE DESCRIPTION**

COURSE TITLE	Hours Per Week		Quarter
	Class	Lab	Hours Credit
CJC 145 – Basic Law Enforcement Training (BLET) . . . . .	16	30	26

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.

# BUSINESS ADMINISTRATION

T-018

## CURRICULUM DESCRIPTION

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

## BUSINESS ADMINISTRATION

T-018

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
BUS	115 — Business Law I.....	5	0	5
BUS	161 — Introduction to Business.....	5	0	5
OSC	109 — Introductory Keyboarding*.....	2	2	3
PSY	251 — Introduction to Psychology.....	5	0	5
	Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		20	2	21
<b>WINTER QUARTER</b>				
BUS	116 — Business Law II.....	5	0	5
ECO	161 — Macroeconomics.....	5	0	5
ENG	151 — Composition and Rhetoric.....	5	0	5
MAT	121 — Introduction to Technical Mathematics.....	<u>5</u>	<u>0</u>	<u>5</u>
		20	0	20
<b>SPRING QUARTER</b>				
CAS	153 — Microcomputer Literacy .....	3	2	4
ECO	162 — Microeconomics .....	5	0	5
ENG	152 — Composition and Literature .....	5	0	5
	Approved Business Elective .....	<u>5</u>	<u>0</u>	<u>5</u>
		18	2	19
<b>FALL QUARTER</b>				
ACC	173 — Financial Accounting .....	5	0	5
BUS	110 — Business Computations-Lotus 1-2-3 .....	3	2	4
MKT	239 — Marketing .....	5	0	5
SPH	161 — Principles of Speech.....	<u>5</u>	<u>0</u>	<u>5</u>
		18	2	19
<b>WINTER QUARTER</b>				
ACC	174 — Managerial Cost Accounting.....	5	0	5
BUS	236 — Organizational Dynamics.....	5	0	5
BUS	237 — Human Resources Management.....	5	0	5
	Approved Business Elective .....	<u>5</u>	<u>0</u>	<u>5</u>
		20	0	20



**SPRING QUARTER**

BUS 123	— Business Finance .....	5	0	5
BUS 143	— Supervision and Leadership .....	5	0	5
BUS 235	— Business Management and Policy .....	5	0	5
	Approved Business Elective .....	<u>5</u>	<u>0</u>	<u>5</u>
		20	0	20

TOTAL QUARTER HOURS: 119

\*Students may receive credit by successfully passing an examination.

**APPROVED BUSINESS ELECTIVES**

ACC 229	Taxes I
ACC 230	Taxes II
BUS 141	Business and Society
BUS 142	Employment Law
BUS 145	Small Business Management
BUS 146	Principles of Insurance
BUS 147	Investment Analysis
BUS 219	Credit Procedures
MKT 232	Sales Development and Management
MKT 243	Advertising Management
MKT 245	Retailing Management



# BUSINESS COMPUTER PROGRAMMING

T-022

## CURRICULUM DESCRIPTION

The primary objective of the Business Computer Program curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

## BUSINESS COMPUTER PROGRAMMING

T-022

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
CSC	161 — Introduction to Data Processing.....	5	0	5
CSC	171 — Introduction to Programming PASCAL.....	3	4	5
MAT	151 — Contemporary College Math I .....	5	0	5
	Free Elective .....	3	0	3
		16	4	18
<b>WINTER QUARTER</b>				
ACC	173 — Financial Accounting .....	5	0	5
CSC	116 — Microcomputer Operating Systems .....	4	2	5
MAT	152 — Contemporary College Math II.....	5	0	5
		14	2	15
<b>SPRING QUARTER</b>				
ACC	174 — Managerial Cost Accounting.....	5	0	5
CSC	215 — Operating Systems.....	4	2	5
MAT	133 — Elementary Statistics.....	5	0	5
		14	2	15
<b>SUMMER QUARTER</b>				
ACC	241 — Accounting Software Package.....	1	4	3
CSC	218 — C++ Programming .....	3	4	5
ENG	121 — Grammar and Composition I.....	3	0	3
	Approved Computer Elective .....	5	0	5
		12	8	16
<b>FALL QUARTER</b>				
CSC	206 — Cobol/400.....	3	4	5
CSC	224 — RPG/400 .....	4	2	5
ENG	122 — Grammar and Composition II.....	3	0	3
	Approved Computer Elective .....	5	0	5
		15	6	18

WINTER QUARTER

CSC 207	— Advanced Cobol/400.....	3	4	5
CSC 225	— Intermediate RPG/400.....	4	2	5
ENG 123	— Technical Writing.....	3	0	3
	Social Science Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16

SPRING QUARTER

BUS 161	— Introduction to Business.....	5	0	5
CSC 220	— Introduction to Systems Analysis.....	2	4	4
CSC 226	— Advanced RPG/400.....	4	2	5
SPH 151	— Fundamentals of Speech .....	3	0	3
	English/Social Science/Humanities Elective ....	<u>3</u>	<u>0</u>	<u>3</u>
		17	6	20

TOTAL QUARTER HOURS: 118

APPROVED COMPUTER ELECTIVES

- CAS 102 Advanced Database Processing
- CAS 110 Microcomputer Graphics
- CAS 210 Hardware Installation and Troubleshooting
- CAS 221 Microcomputer Networking
- CAS 228 Software Development Tools
- CSC 219 Database Management

EVENING DIVISION  
BUSINESS COMPUTER PROGRAMMING  
T—022  
DIPLOMA

Completion of the following courses will result in the awarding of a diploma in Business Computer Programming.

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
CSC 161	— Introduction to Data Processing.....	5	0	5
ENG 121	— Grammar and Composition I.....	<u>3</u>	<u>0</u>	<u>3</u>
		8	0	8
WINTER QUARTER				
CSC 171	— Introduction to Programming PASCAL.....	3	4	5
MAT 151	— Contemporary College Math I .....	<u>5</u>	<u>0</u>	<u>5</u>
		8	4	10
SPRING QUARTER				
CSC 116	— Microcomputer Operating Systems .....	4	2	5
ENG 122	— Grammar and Composition II.....	<u>3</u>	<u>0</u>	<u>3</u>
		7	2	8
SUMMER QUARTER				
CSC 206*	— Cobol/400.....	3	4	5
	or			
CSC 224*	— RPG/400 .....	4	2	5
	Approved Computer Elective .....	<u>5</u>	<u>0</u>	<u>5</u>
		8	4	10



**FALL QUARTER**

ACC 173 — Financial Accounting .....	5	0	5
CSC 207* — Advanced Cobol/400.....	3	4	5
or			
CSC 225* — Intermediate RPG/400.....	<u>4</u>	<u>2</u>	<u>5</u>
	8	4	10

**WINTER QUARTER**

ACC 174 — Managerial Cost Accounting.....	5	0	5
CSC 218 — C+ + Programming .....	<u>3</u>	<u>4</u>	<u>5</u>
	8	4	10

**SPRING QUARTER**

ACC 241 — Accounting Software Package.....	1	4	3
CSC 215 — Operating Systems.....	4	2	5
Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
	8	6	11

TOTAL QUARTER HOURS: 67

\*Must have two courses in COBOL or two courses in RPG to satisfy the major programming language requirements.

NOTE: These courses may be taken during the day or evening.

**EVENING DIVISION  
BUSINESS COMPUTER PROGRAMMING  
T-022  
CERTIFICATE**

Completion of the following courses will result in the awarding of a Certificate in Business Computer Programming.

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
<b>FALL QUARTER</b>			
CSC 161 — Introduction to Data Processing.....	5	0	5
ENG 121 — Grammar and Composition .....	<u>3</u>	<u>0</u>	<u>3</u>
	8	0	8
<b>WINTER QUARTER</b>			
ACC 173 — Financial Accounting .....	5	0	5
CSC 171 — Introduction to Programming PASCAL.....	<u>3</u>	<u>4</u>	<u>5</u>
	8	4	10
<b>SPRING QUARTER</b>			
CSC 116 — Microcomputer Operating Systems .....	4	2	5
CSC 215 — Operating Systems.....	<u>4</u>	<u>2</u>	<u>5</u>
	8	4	10
<b>SUMMER QUARTER</b>			
CSC 206* — Cobol/400.....	3	4	5
or			
CSC 224* — RPG/400 .....	4	2	5
Approved Computer Elective .....	<u>5</u>	<u>0</u>	<u>5</u>
	8	4	10

TOTAL QUARTER HOURS: 38

\*Must have one course in COBOL or one course in RPG.

NOTE: These courses may be taken during the day or evening.

**CRIMINAL JUSTICE - PROTECTIVE SERVICES  
TECHNOLOGY**

**T – 129**

**CURRICULUM DESCRIPTION**

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private security.

**SPECIAL NOTE:** One course each in corrections and security is offered rather than individual tracks.

**CRIMINAL JUSTICE**

**T – 129**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
CJC	101 – Introduction to the Administration of Justice . . .	5	0	5
CJC	113 – Identification Techniques . . . . .	3	0	3
ENG	121 – Grammar and Composition I. . . . .	3	0	3
POL	151 – American Federal Government . . . . .	5	0	5
		16	0	16

**WINTER QUARTER**

CJC	102	– Introduction to Criminology .....	5	0	5
CJC	120	– Interviews and Interrogations.....	3	2	4
ENG	122	– Grammar and Composition II.....	3	0	3
MAT	151	– Contemporary College Math I .....	<u>5</u>	<u>0</u>	<u>5</u>
			16	2	17

**SPRING QUARTER**

BIO	171	– Human Anatomy and Physiology I.....	3	3	4
CJC	115	– Criminal Law I.....	3	0	3
CJC	130	– Police Operations.....	5	0	5
PSY	251	– Introduction to Psychology.....	<u>5</u>	<u>0</u>	<u>5</u>
			16	3	17

**SUMMER QUARTER**

CAS	153	– Microcomputer Literacy .....	3	2	4
CJC	104	– Introduction to Security .....	3	0	3
CJC	116	– Criminal Law II .....	3	0	3
CJC	140	– Criminal Justice Supervision.....	3	2	4
ENG	123	– Technical Writing.....	<u>3</u>	<u>0</u>	<u>3</u>
			15	4	17

**FALL QUARTER**

CJC	202	– Criminal Justice and the Community.....	3	0	3
CJC	210	– Fundamentals of Investigation I.....	3	2	4
CJC	225	– Criminal Procedure .....	3	0	3
SAF	152	– First Aid and Safety.....	3	0	3
SPH	151	– Fundamentals of Speech .....	<u>3</u>	<u>0</u>	<u>3</u>
			15	2	16

**WINTER QUARTER**

CJC	200	– Juvenile Delinquency.....	3	0	3
CJC	211	– Fundamentals of Investigation II.....	3	2	4
POL	152	– State and Local Government .....	5	0	5
SOC	152	– Social Problems .....	<u>5</u>	<u>0</u>	<u>5</u>
			16	2	17

**SPRING QUARTER**

CJC	220	– Criminal Justice Organization and Administration	3	0	3
CJC	230	– Introduction to Corrections.....	5	0	5
CJC	240	– Officer Survival and Apprehension Tactics .....	3	2	4
LEX	205	– Evidence .....	3	0	3
		Social Science/Humanities Elective .....	<u>5</u>	<u>0</u>	<u>5</u>
			19	2	20

TOTAL QUARTER HOURS: 120

The following course may be taken as a criminal justice elective  
 CJC 245 Criminal Justice Internship

Students entering the Criminal Justice curriculum who have completed the BLET curriculum after February, 1991, may receive credit for the following courses:

CJC 130	Police Operations
CJC 210	Fundamentals of Investigation I
CJC 240	Officer Survival and Apprehension Tactics
SAF 152	First Aid and Safety

Students should consider their educational career goals and whether they choose technical courses or college transfer for the humanities areas of study.



EVENING DIVISION  
CRIMINAL JUSTICE  
T-129

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
CAS	153 - Microcomputer Literacy .....	3	2	4
CJC	101 - Introduction to the Administration of Justice ...	5	0	5
CJC	225 - Criminal Procedure .....	3	0	3
	Social Science/Humanities Elective .....	5	0	5
		16	2	17
WINTER QUARTER				
CJC	102 - Introduction to Criminology .....	5	0	5
CJC	115 - Criminal Law I .....	3	0	3
ENG	121 - Grammar and Composition I .....	3	0	3
POL	152 - State and Local Government .....	5	0	5
		16	0	16
SPRING QUARTER				
CJC	116 - Criminal Law II .....	3	0	3
CJC	220 - Criminal Justice Organization and Administration	3	0	3
CJC	240 - Officer Survival and Apprehension Tactics .....	3	2	4
POL	151 - American Federal Government .....	5	0	5
		14	2	15
SUMMER QUARTER				
CJC	120 - Interviews and Interrogations .....	3	2	4
CJC	210 - Fundamentals of Investigation I .....	3	2	4
ENG	122 - Grammar and Composition II .....	3	0	3
PSY	251 - Introduction to Psychology .....	5	0	5
		14	4	16
FALL QUARTER				
CJC	104 - Introduction to Security .....	3	0	3
CJC	113 - Identification Techniques .....	3	0	3
CJC	202 - Criminal Justice and the Community .....	3	0	3
MAT	151 - Contemporary College Math I .....	5	0	5
		14	0	14
WINTER QUARTER				
CJC	200 - Juvenile Delinquency .....	3	0	3
CJC	211 - Fundamentals of Investigation II .....	3	2	4
SOC	152 - Social Problems .....	5	0	5
SPH	151 - Fundamentals of Speech .....	3	0	3
		14	2	15
SPRING QUARTER				
CJC	140 - Criminal Justice Supervision .....	3	2	4
CJC	230 - Introduction to Corrections .....	5	0	5
ENG	123 - Technical Writing .....	3	0	3
SAF	152 - First Aid and Safety .....	3	0	3
		14	2	15
SUMMER QUARTER				
BIO	171 - Human Anatomy and Physiology I .....	3	3	4
CJC	130 - Police Operations .....	5	0	5
LEX	205 - Evidence .....	3	0	3
		11	3	12

TOTAL QUARTER HOURS: 120

# DENTAL HYGIENE

T-054

## CURRICULUM DESCRIPTION

The Dental Hygiene curriculum prepares graduates to take patient histories, teach oral hygiene, clean teeth, take x-rays and apply preventive agents under the supervision of a dentist. Dental hygienists may be employed in dentists' offices, clinics, schools, public health agencies, industry and educational institutions.

Graduates are eligible to take the National Board Dental Hygiene examination, which is administered by the American Dental Association, Joint Commission on Dental Examinations; and the State Board Clinical Examination, which is administered by the North Carolina Board of Dental Examiners. A passing grade on both examinations is required for practice as a Registered Dental Hygienist in North Carolina.

Individuals desiring a career in dental hygiene should take biology, algebra, and chemistry courses prior to entering the program.

## ADMISSIONS REQUIREMENTS

Special admission requirements in addition to the regular college requirements:

1. High school chemistry and preferably have pursued the college preparatory curriculum including biology and two units of mathematics.
2. See Dental Hygiene Admissions Bulletin for more specific procedures and regulations. (Available in the Admissions Office)

## ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a grade of "C" in a dental related course. A student will be suspended from the Dental Hygiene Program if a grade of less than "C" is earned in a dental course (DEN). In the case of a lecture/laboratory course, a "C" must be maintained in both the lecture and the laboratory components in order to remain in the program.

## BASIC LIFE SUPPORT

All students, faculty, and support staff involved in the direct provision of patient care must be certified in basic life support procedures (CPR) at intervals not to exceed one year. A copy of such certification must be on file in the department head/division chair's office. Documentation must be on file for anyone who is medically or physically unable to perform such services.

## DENTAL HYGIENE T-054

		Hours	Per Week	Quarter
		Class	Lab/ Clinic	Hours Credit
<b>FALL QUARTER</b>				
BIO	171 – Human Anatomy and Physiology I.....	3	3	4
DEN	100 – Professional Development.....	2	0	2
DEN	101 – Dental Anatomy.....	3	0	3
DEN	102 – Head and Neck Anatomy.....	3	0	3
DEN	103 – Infection and Hazard Control.....	2	0	2
DEN	111 – Preclinical Dental Hygiene I.....	<u>2</u>	<u>8</u>	<u>6</u>
		15	11	20
<b>WINTER QUARTER</b>				
BIO	172 – Human Anatomy and Physiology II.....	3	3	4
CAS	103 – Introduction to Microcomputers.....	2	2	3
CHM	131 – General and Organic Chemistry.....	4	2	5
DEN	112 – Preclinical Dental Hygiene II.....	2	9	5
DEN	121 – General and Oral Pathology.....	<u>4</u>	<u>0</u>	<u>4</u>
		15	16	21
<b>SPRING QUARTER</b>				
BIO	173 – Introduction to Microbiology.....	3	3	4
CHM	132 – Biochemistry and Nutrition.....	4	0	4
DEN	113 – Clinical Dental Hygiene I.....	2	8	6
DEN	212 – Dental Radiology.....	3	4	5
DEN	224 – Dental Specialties.....	<u>3</u>	<u>0</u>	<u>3</u>
		15	15	22
<b>SUMMER QUARTER (5 ½ WEEKS)</b>				
DEN	214 – Clinical Dental Hygiene II.....	1	6	3
DEN	234 – Dental Materials.....	3	3	4
DEN	235 – Dental Pharmacology/Dental Emergencies.....	<u>2</u>	<u>0</u>	<u>2</u>
		6	9	9
<b>FALL QUARTER</b>				
DEN	135 – Dental Health Education.....	1	2	2
DEN	204 – Chairside Assisting.....	1	3	2
DEN	215 – Clinical Dental Hygiene III.....	3	12	7
DEN	222 – Periodontology.....	2	0	2
ENG	121 – Grammar and Composition I (or optional ENG 151).....	3	0	3
PSY	206 – Applied Psychology.....	<u>3</u>	<u>0</u>	<u>3</u>
		13	17	19
<b>WINTER QUARTER</b>				
DEN	216 – Clinical Dental Hygiene IV.....	2	12	6
DEN	225 – Dental Specialties Clinic.....	0	3	1
DEN	226 – Community Dentistry I.....	3	0	3
SOC	151 – Introduction to Sociology.....	<u>5</u>	<u>0</u>	<u>5</u>
		10	15	15
<b>SPRING QUARTER</b>				
DEN	217 – Clinical Dental Hygiene V.....	2	12	6
DEN	227 – Community Dentistry II.....	0	3	1
DEN	228 – Dental Office Management.....	3	0	3
SPH	151 – Fundamentals of Speech.....	3	0	3
	English, Social Science/Humanities Elective ...	<u>5</u>	<u>0</u>	<u>5</u>
		13	15	18

TOTAL QUARTER HOURS: 124

Off-campus training sites for the Dental Hygiene Program are:  
 Naval Dental Clinics, Camp Lejeune, NC  
 Naval Hospital, Camp Lejeune, NC



# EMERGENCY MEDICAL SCIENCE

T-139

## CURRICULUM DESCRIPTION

The Emergency Medical Science Curriculum is designed to prepare graduates, while under the direct supervision of a physician or Mobile Intensive Care Nurse, to perform patient assessments and render emergency care in the pre-hospital and hospital setting. Students will learn basic and advanced life support skills through a combination of classroom teaching, with practice in laboratory sessions and clinical experience, with emergency medical services and community hospitals.

As students progress through the curriculum, they become eligible to take certifying examinations for EMT, EMT-D, EMT-I, EMT-AI, and EMT-P given by the North Carolina Office of Emergency Medical Services and/or the National Registry of Emergency Medical Technicians.

Graduates may be employed in ambulance or rescue squad services, flight transport services, specialty care areas of hospitals, industry, medical supply companies, educational institutions, and governmental agencies.

Individuals desiring a career in emergency medical science should take biology and mathematics. It would be beneficial to have had chemistry prior to entering the program.

# EMERGENCY MEDICAL SCIENCE

T-139

		Hours Per Week		Quarter
		Class	Lab/ Clinic	Hours Credit
<b>FALL QUARTER</b>				
BIO	171 — Human Anatomy and Physiology I.....	3	3	4
CAS	103 — Introduction to Microcomputers.....	2	2	3
EMS	101 — Fundamentals and Skills of EMS.....	5	8	9
MAT	105 — Math for Health Science.....	<u>1</u>	<u>0</u>	<u>1</u>
		11	13	17
<b>WINTER QUARTER</b>				
BIO	172 — Human Anatomy and Physiology II.....	3	3	4
EMS	103 — EMT-Intermediate Skills.....	6	6	9
EMS	121 — Clinical Practicum I.....	0	3	1
EMS	141 — Field Internship I.....	0	5	0.5*
ENG	151 — Composition and Rhetoric.....	<u>5</u>	<u>0</u>	<u>5</u>
		14	17	19.5
<b>SPRING QUARTER</b>				
EMS	107 — Basic Pharmacology.....	4	2	5
EMS	109 — Management of Medical Emergencies.....	4	3	5
EMS	115 — Rescue Scene Management.....	4	4	6
ENG	152 — Composition and Literature.....	<u>5</u>	<u>0</u>	<u>5</u>
		17	9	21

SUMMER QUARTER

EMS 117	— Cardiology .....	5	2	6
EMS 122	— Clinical Practicum II .....	0	6	2
EMS 142	— Field Internship II .....	0	5	0.5*
EMS 207	— Advanced Pharmacology .....	5	0	5
PSY 251	— Introduction to Psychology .....	5	0	5
		15	13	18.5

FALL QUARTER

EMS 201	— Emergency Vehicle Operations, Communications, and Record Keeping .....	4	2	5
EMS 209	— Management of Trauma .....	4	5	6
PSY 253	— Abnormal Psychology .....	5	0	5
SPH 161	— Principles of Speech .....	5	0	5
		18	7	21

WINTER QUARTER

EMS 211	— Life Span Emergencies .....	4	5	6
EMS 213	— Law and Ethics .....	5	0	5
	Humanities/Social Science Elective .....	5	0	5
		14	5	16

SPRING QUARTER

BUS 143	— Supervision and Leadership .....	5	0	5
EMS 221	— Clinical Practicum III .....	0	6	2
EMS 239	— Seminar .....	5	0	5
EMS 241	— Field Internship III .....	0	10	1
	Elective .....	3	0	3
		13	16	16

TOTAL QUARTER HOURS: 129

\*5 ½ WEEKS



# FIRE PROTECTION TECHNOLOGY

T-063

## CURRICULUM DESCRIPTION

The Fire Protection Technology curriculum is designed to enable individuals to draw on technical and professional knowledge in making effective decisions concerning fire protection. Through technical education, the individual acquires specialized knowledge in this field of public service and develops specific competencies for the performance of fire service administrative and supervisory duties. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously.

Opportunities are excellent for the individual with adequate training and ability. Students seeking employment may be hired by governmental agencies, industrial firms, educational organizations and insurance rating organizations. Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence.

## FIRE PROTECTION TECHNOLOGY

T-063

		Hours Per Week		Quarter
		Class	Lab/ Shop	Hours Credit
<b>FALL QUARTER</b>				
BUS	125 — Public Finance and Budgeting .....	5	0	5
CAS	153 — Microcomputer Literacy .....	3	2	4
ENG	121 — Grammar and Composition I .....	3	0	3
FIP	101 — Introduction to Fire Protection .....	3	0	3
FIP	104 — Fire Protection Codes and Standards .....	2	3	3
		<hr/>	<hr/>	<hr/>
		16	5	18
<b>WINTER QUARTER</b>				
DFT	118 — Drafting and Blueprint Interpretation .....	2	4	4
ENG	122 — Grammar and Composition II .....	3	0	3
FIP	102 — Municipal Fire Protection .....	3	0	3
FIP	115 — Fire Prevention Programs .....	3	0	3
MAT	151 — Contemporary College Mathematics I .....	5	0	5
		<hr/>	<hr/>	<hr/>
		16	4	18
<b>SPRING QUARTER</b>				
CHM	150 — Introductory Chemistry .....	3	2	4
ELC	102 — Electrical Standards for Fire Protection .....	3	2	4
ENG	123 — Technical Writing .....	3	0	3
FIP	205 — Industrial Fire Hazards .....	3	3	4
FIP	211 — Insurance Grading Schedules .....	3	0	3
		<hr/>	<hr/>	<hr/>
		15	7	18
<b>FIRST SUMMER SESSION</b>				
FIP	225 — Fire Protection Law .....	3	0	3
FIP	235 — Inspection Principles and Practices .....	3	4	5

SECOND SUMMER SESSION

PHY 122	— Properties of Matter and Thermal Physics.....	3	2	4
SPH 151	— Fundamentals of Speech .....	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	15

FALL QUARTER

FIP 218	— Hazardous Materials .....	3	2	4
FIP 230	— Hydraulics and Water Distribution Systems....	3	2	4
FIP 244	— Fire Alarm Systems .....	3	0	3
POL 152	— State and Local Government .....	5	0	5
	Social Science Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		17	4	19

WINTER QUARTER

FIP 216	— Chemical and Radiation Hazards .....	3	2	4
FIP 220	— Fire Fighting Strategy .....	2	3	3
FIP 231	— Sprinkler and Standpipe Systems.....	3	3	4
FIP 246	— Portable and Fixed Extinguishing Systems....	<u>3</u>	<u>2</u>	<u>4</u>
		11	10	15

SPRING QUARTER

BUS 143	— Supervision and Leadership .....	5	0	5
FIP 135	— Training Programs and Methods in Instruction	4	0	4
FIP 201	— Arson Detection and Investigation .....	3	3	4
	Free Elective .....	3	0	3
	Social Science Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		18	3	19

TOTAL QUARTER HOURS: 122

The following course substitutions may be made:

COURSE NO	COURSE TITLE	IN LIEU OF
CHM 161	General Chemistry I	CHM 150
MAT 161	College Algebra	MAT 151

(Other substitutions are listed under COURSE SUBSTITUTIONS which is listed at the beginning of the course descriptions.)



# GENERAL OFFICE

T-033

## CURRICULUM DESCRIPTION

The purposes of the General Office curriculum are to prepare the individual to enter clerical office occupations, provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

## GENERAL OFFICE

T-033

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
BUS	113 — Business Mathematics.....	5	0	5
BUS	161 — Introduction to Business.....	5	0	5
ENG	100 — Grammar.....	3	0	3
OSC	151 — Keyboarding* .....	<u>3</u>	<u>2</u>	<u>4</u>
		16	2	17
<b>WINTER QUARTER</b>				
BUS	110 — Business Computations-Lotus 1-2-3 .....	3	2	4
CAS	101 — Database Processing for Micros.....	3	2	4
ENG	121 — Grammar and Composition I.....	3	0	3
OSC	112 — Records Management .....	3	2	4
OSC	117 — Proofreading Techniques for the Electronic Office .....	3	0	3
OSC	152 — Document Formatting .....	<u>3</u>	<u>2</u>	<u>4</u>
		18	8	22
<b>SPRING QUARTER</b>				
OSC	119 — Basic Word Processing .....	3	2	4
OSC	131 — Office Procedures.....	3	2	4
OSC	134 — Professional Development.....	3	0	3
OSC	153 — Document Production .....	3	2	4
SPH	151 — Fundamentals of Speech .....	<u>3</u>	<u>0</u>	<u>3</u>
		15	6	18
<b>FALL QUARTER</b>				
ENG	122 — Grammar and Composition II.....	3	0	3
OSC	212 — Transcription Machines I .....	3	2	4
OSC	218 — Advanced Word Processing.....	3	2	4
PSY	206 — Applied Psychology .....	3	0	3
	Social Science Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		15	4	17

**WINTER QUARTER**

ACC 220	— Recordkeeping I .....	5	2	6
BUS 115	— Business Law I .....	5	0	5
OSC 204	— Technical Document Formatting and Production .....	3	2	4
OSC 213	— Transcription Machines II .....	<u>3</u>	<u>2</u>	<u>4</u>
		16	6	19

**SPRING QUARTER**

ACC 221	— Recordkeeping II .....	5	2	6
CAS 215	— Introduction to Desktop Publishing .....	3	2	4
OSC 216	— Office Practicum** .....	<u>3</u>	<u>12</u>	<u>7</u>
		11	16	17

TOTAL QUARTER HOURS: 110

\*Students may receive credit by successfully completing an examination.  
 \*\*OSC 214 (Administrative and Legal Office Simulation) may be substituted with permission of Division Chair when student can demonstrate that taking the recommended course will cause an undue hardship.

**EVENING DIVISION  
 GENERAL OFFICE  
 T-033  
 CERTIFICATE**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
CAS 101	— Database Processing for Micros .....	3	2	4
OSC 151	— Keyboarding* .....	<u>3</u>	<u>2</u>	<u>4</u>
		6	4	8
<b>WINTER QUARTER</b>				
OSC 119	— Basic Word Processing .....	3	2	4
OSC 152	— Document Formatting .....	<u>3</u>	<u>2</u>	<u>4</u>
		6	4	8
<b>SPRING QUARTER</b>				
OSC 212	— Transcription Machines I .....	3	2	4
OSC 218	— Advanced Word Processing .....	<u>3</u>	<u>2</u>	<u>4</u>
		6	4	8

TOTAL QUARTER HOURS: 24

\*Students may receive credit by successfully completing an examination.

# MEDICAL LABORATORY TECHNOLOGY

T-110

## CURRICULUM DESCRIPTION

The Medical Laboratory Technology curriculum prepares graduates to perform clinical laboratory procedures in chemistry, hematology bacteriology, parasitology, serology, blood banking and body fluid analysis to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatments.

The medical laboratory technician works under the supervision of a medical technologist and may be employed as a staff technician or assistant supervisor in a medical laboratory, or as a clinical instructor in an educational institution.

The graduate is eligible to take the registry examination given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists for certification as a medical laboratory technician or the examination given by the National Certifying Agency as a clinical laboratory technician.

Individuals desiring a career in medical laboratory technology should, if possible, take algebra, biology and chemistry courses prior to entering the program.

## ACADEMIC REGULATIONS

A student must maintain a cumulative quality point average of 2.0.

If a student makes a grade of "D" or lower on any MLA course, that student will be placed on academic probation. A second grade of "D" or lower on any concurrent or subsequent MLA course will result in the release of that student from the Medical Laboratory Technology Program.

## READMISSION POLICY

A student requesting readmission to the Medical Laboratory Technology program must complete the admission process; i.e. interviews and physical forms. All MLA courses for which a "D" or less was received must be repeated. Audit requirements for courses successfully completed will be determined individually, based upon previous academic achievement.

## MEDICAL LABORATORY TECHNOLOGY

T-110

		Hours Per Week		Quarter
		Class	Lab/ Clinic	Hours Credit
FALL QUARTER				
BIO	171 - Human Anatomy and Physiology I.....	3	3	4
CHM	161 - General Chemistry I .....	3	3	4
ENG	151 - Composition and Rhetoric.....	5	0	5
MAT	121 - Introduction to Technical Mathematics**.....	5	0	5
MLA	100 - Orientation to Medical Technology .....	<u>2</u>	<u>0</u>	<u>2</u>
		18	6	20

**WINTER QUARTER**

BIO 172 – Human Anatomy and Physiology II .....	3	3	4
CHM 162 – General Chemistry II .....	3	3	4
MLA 101 – Introduction to Clinical Laboratory .....	3	2	4
MLA 207 – Clinical Microbiology I .....	<u>5</u>	<u>6</u>	<u>7</u>
	14	14	19

**SPRING QUARTER**

MLA 102 – Hematology I .....	5	6	7
MLA 104 – Principles of Organic and Biochemistry .....	3	3	4
MLA 210 – Immunohematology .....	3	3	4
Social Science/Humanities Elective .....	<u>5</u>	<u>0</u>	<u>5</u>
	16	12	20

**SUMMER QUARTER (FIRST SPLIT SESSION)**

MLA 202 – Clinical Chemistry I .....	3	3	4
PSY 206 – Applied Psychology*** .....	3	0	3
SPH 161 – Principles of Speech .....	<u>5</u>	<u>0</u>	<u>5</u>
	11	3	12

**FALL QUARTER**

CAS 153 – Microcomputer Literacy .....	3	2	4
MLA 201 – Hematology II .....	3	6	5
MLA 204 – Clinical Chemistry II .....	3	4	5
MLA 208 – Clinical Microbiology II .....	3	2	4
MLA 212 – Professional Development Seminar .....	<u>3</u>	<u>0</u>	<u>3</u>
	15	14	21

**WINTER QUARTER**

MLA 218 – Clinical Practice* .....	<u>0</u>	<u>39</u>	<u>13</u>
	0	39	13

**SPRING QUARTER**

MLA 220 – Clinical Practice * .....	<u>0</u>	<u>39</u>	<u>13</u>
	0	39	13

**SUMMER QUARTER (FIRST SPLIT SESSION)**

MLA 222 – Clinical Practice * .....	<u>0</u>	<u>18</u>	<u>6</u>
	0	18	6

TOTAL QUARTER HOURS: 124

\*Clinical Practice consists of rotating through the laboratory departments of Blood Bank, Coagulation, Chemistry, Hematology, Microbiology, Serology, and Urinalysis at one of the following Hospitals:

Carteret General Hospital, Morehead, NC  
 Lenoir Memorial Hospital, Kinston, NC  
 Naval Hospital, Camp Lejeune, NC  
 Onslow Memorial Hospital, Jacksonville, NC  
 Wayne Memorial Hospital, Goldsboro, NC

Professional liability insurance must be procured prior to clinical practice.

\*\*College Algebra, MAT 161, may be substituted for Introduction to Technical Math, MAT 121.

\*\*\*Introduction to Psychology, PSY 251, may be substituted for Applied Psychology, PSY 206.



# MEDICAL OFFICE TECHNOLOGY

T-032

## CURRICULUM DESCRIPTION

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures. Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the offices of physicians, hospitals, and other medical care providers.

## MEDICAL OFFICE TECHNOLOGY

T-032

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
BUS	113 - Business Mathematics.....	5	0	5
BUS	161 - Introduction to Business.....	5	0	5
ENG	100 - Grammar.....	3	0	3
OSC	151 - Keyboarding* .....	<u>3</u>	<u>2</u>	<u>4</u>
		16	2	17
<b>WINTER QUARTER</b>				
BUS	110 - Business Computations-Lotus 1-2-3 .....	3	2	4
CAS	101 - Database Processing for Micros.....	3	2	4
ENG	121 - Grammar and Composition I.....	3	0	3
OSC	112 - Records Management .....	3	2	4
OSC	152 - Document Formatting .....	<u>3</u>	<u>2</u>	<u>4</u>
		15	8	19
<b>SPRING QUARTER</b>				
OSC	117M - Medical Terminology and Vocabulary I .....	3	0	3
OSC	119 - Basic Word Processing .....	3	2	4
OSC	131 - Office Procedures.....	3	2	4
OSC	134 - Professional Development.....	3	0	3
OSC	153 - Document Production .....	3	2	4
SPH	151 - Fundamentals of Speech .....	<u>3</u>	<u>0</u>	<u>3</u>
		18	6	21
<b>FALL QUARTER</b>				
ENG	122 - Grammar and Composition II.....	3	0	3
OSC	154 - Shorthand Theory I.....	3	2	4
OSC	204M - Medical Insurance Billing I.....	2	2	3
OSC	217M - Medical Terminology and Vocabulary II .....	3	0	3
OSC	218 - Advanced Word Processing.....	3	2	4
	Social Science Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		17	6	20

WINTER QUARTER

ACC 218	— Secretarial Accounting.....	5	2	6
CAS 215	— Introduction to Desktop Publishing.....	3	2	4
OSC 155	— Shorthand Theory II .....	3	2	4
OSC 205M	— Medical Insurance Billing II .....	2	2	3
OSC 212M	— Medical Transcription Machines I .....	<u>3</u>	<u>2</u>	<u>4</u>
		16	10	21

SPRING QUARTER

OSC 113	— Medical Office Law and Liability .....	5	0	5
OSC 156	— Basic Dictation and Transcription .....	3	2	4
OSC 213M	— Medical Transcription Machines II.....	3	2	4
OSC 214M	— Medical Office Simulation .....	3	2	4
PSY 206	— Applied Psychology .....	<u>3</u>	<u>0</u>	<u>3</u>
		17	6	20

TOTAL QUARTER HOURS: 118

\*Students may receive credit by successfully passing an examination.



# MICROCOMPUTER SYSTEMS TECHNOLOGY

T-192

## CURRICULUM DESCRIPTION

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers to process and manage information.

Using Microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

## MICROCOMPUTER SYSTEMS TECHNOLOGY

T-192

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
BUS	113 — Business Mathematics*	5	0	5
CAS	103 — Introduction to Microcomputers	2	2	3
ENG	121 — Grammar and Composition I	3	0	3
OSC	109 — Introductory Keyboarding	<u>2</u>	<u>2</u>	<u>3</u>
		12	4	14
<b>WINTER QUARTER</b>				
CAS	101 — Database Processing for Micros	3	2	4
ENG	122 — Grammar and Composition II	3	0	3
OSC	119 — Basic Word Processing	3	2	4
PSY	251 — Introduction to Psychology	<u>5</u>	<u>0</u>	<u>5</u>
		14	4	16
<b>SPRING QUARTER</b>				
ACC	173 — Financial Accounting	5	0	5
CAS	102 — Advanced Database Processing	3	2	4
ENG	123 — Technical Writing	3	0	3
OSC	218 — Advanced Word Processing	<u>3</u>	<u>2</u>	<u>4</u>
		14	4	16
<b>SUMMER QUARTER</b>				
ACC	174 — Managerial Cost Accounting	5	0	5
CSC	116 — Microcomputer Operating Systems	4	2	5
CSC	230 — Programming with Multimedia	3	2	4
SPH	151 — Fundamentals of Speech	<u>3</u>	<u>0</u>	<u>3</u>
		15	4	17
<b>FALL QUARTER</b>				
CAS	110 — Microcomputer Graphics	4	2	5
CAS	201 — Spreadsheet Applications	3	2	4
CAS	210 — Hardware Installation and Troubleshooting	2	4	4
CAS	217 — Microcomputer Training and Support	<u>3</u>	<u>2</u>	<u>4</u>
		12	10	17

WINTER QUARTER

ACC 241	— Accounting Software Package.....	1	4	3
CAS 202	— Advanced Spreadsheet Applications.....	3	2	4
CAS 221	— Microcomputer Networking .....	2	4	4
CAS 230	— Data Transfer Methods .....	<u>3</u>	<u>2</u>	<u>4</u>
		9	12	15

SPRING QUARTER

CAS 215	— Introduction to Desktop Publishing.....	3	2	4
CAS 236	— Office Automation Project.....	3	4	5
COE 212	— MST Internship** .....	1	20	3
SOC 151	— Introduction to Sociology .....	5	0	5
	English/Humanities/Social Science Elective ....	3	0	3
	Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		17	6	20

TOTAL QUARTER HOURS: 115

\*May substitute any math higher than Business Math.  
\*\*Not required but may be taken as a free elective.

MICROCOMPUTER SYSTEMS TECHNOLOGY  
T—192  
DIPLOMA

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS 113	— Business Mathematics*.....	5	0	5
CAS 103	— Introduction to Microcomputers.....	2	2	3
ENG 121	— Grammar and Composition I.....	3	0	3
OSC 109	— Introductory Keyboarding .....	2	2	3
	Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		15	4	17
WINTER QUARTER				
CAS 101	— Database Processing for Micros.....	3	2	4
ENG 122	— Grammar and Composition II.....	3	0	3
OSC 119	— Basic Word Processing .....	3	2	4
CSC 116	— Microcomputer Operating Systems .....	<u>4</u>	<u>2</u>	<u>5</u>
		13	6	16
SPRING QUARTER				
ACC 173	— Financial Accounting .....	5	0	5
CAS 201	— Spreadsheet Applications.....	3	2	4
CAS 210	— Hardware Installation and Troubleshooting ....	2	4	4
ENG 123	— Technical Writing.....	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16
SUMMER QUARTER				
ACC 174	— Managerial Cost Accounting.....	5	0	5
ACC 241	— Accounting Software Package.....	1	4	3
CAS 110	— Microcomputer Graphics.....	4	2	5
CAS 221	— Microcomputer Networking .....	<u>2</u>	<u>4</u>	<u>4</u>
		12	10	17

TOTAL QUARTER HOURS: 66



**EVENING  
MICROCOMPUTER SYSTEMS TECHNOLOGY  
T-192  
DIPLOMA**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
<b>FALL QUARTER</b>				
OSC	109 — Introductory Keyboarding .....	2	2	3
ENG	121 — Grammar and Composition I .....	3	0	3
	Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
		8	2	9
<b>WINTER QUARTER</b>				
ENG	122 — Grammar and Composition II .....	3	0	3
CAS	103 — Introduction to Microcomputers .....	<u>2</u>	<u>2</u>	<u>3</u>
		5	2	6
<b>SPRING QUARTER</b>				
CAS	101 — Database Processing for Micros .....	3	2	4
BUS	113 — Business Management .....	<u>5</u>	<u>0</u>	<u>5</u>
		8	2	9
<b>SUMMER QUARTER</b>				
OSC	119 — Basic Word Processing .....	3	2	4
CAS	110 — Microcomputer Graphics .....	<u>4</u>	<u>2</u>	<u>5</u>
		7	4	9
<b>FALL QUARTER</b>				
ENG	123 — Technical Writing .....	3	0	3
ACC	173 — Financial Accounting .....	<u>5</u>	<u>0</u>	<u>5</u>
		8	0	8
<b>WINTER QUARTER</b>				
ACC	174 — Managerial Cost Accounting .....	5	0	5
CSC	116 — Microcomputer Operating Systems .....	<u>4</u>	<u>2</u>	<u>5</u>
		9	2	10
<b>SPRING QUARTER</b>				
CAS	201 — Spreadsheet Applications .....	3	2	4
CAS	210 — Hardware Installation and Troubleshooting ....	<u>2</u>	<u>4</u>	<u>4</u>
		5	6	8
<b>SUMMER QUARTER</b>				
ACC	241 — Accounting Software Package .....	1	4	3
CAS	221 — Microcomputer Networking .....	<u>2</u>	<u>4</u>	<u>4</u>
		3	8	7

TOTAL QUARTER HOURS: 66

# PARALEGAL TECHNOLOGY

T-120

## CURRICULUM DESCRIPTION

The Paralegal Technology curriculum trains individuals in basic knowledge and applications of the law to work under the supervision of attorneys. The paralegal/legal assistant can support attorneys by performing routine legal tasks, and assisting with more complicated and difficult legal work. Training will include legal specialty courses such as legal research, real estate, litigation preparation, as well as general subjects such as English, oral communications, mathematics, and computer skills.

Graduates of the Paralegal Technology curriculum are trained to assist an attorney or group of attorneys in many areas of the law. A paralegal/legal assistant is not able to practice law, give legal advice or represent clients in a court of law. However, paralegals/legal assistants can represent clients in some administrative hearings. Paralegal graduates will be able to assist in work on probate matters, conduct investigations, search public records, serve and file legal documents, perform library research, and provide office management. Employment opportunities and job descriptions vary greatly depending on whether a paralegal/legal assistant is hired by a private law firm, or a government agency, or a corporation such as a bank or insurance company.

## ACADEMIC REGULATIONS

Students must maintain the quality point average in accordance with the College policy "Grade Point Average to Determine Continuance in School" for the two-year curricula.

Any student receiving less than a "C" in any English, legal, business, or criminal justice course will be required to obtain the permission of the paralegal program director each quarter to continue in the program.

If a student receives a "D" or less in any English, legal, business, or criminal justice course he or she will be required to repeat that course before going on to an advanced sequence course.

## ADDITIONAL REQUIREMENTS

Students in the Paralegal Technology Curriculum will be required to:

1. Demonstrate competency in typewriting.
2. Maintain standards of good moral character
3. Demonstrate competency in paralegal technology by achieving a passing score (75%) in a comprehensive written examination, covering all legal and criminal justice courses, to be administered prior to graduation from the program.

## PARALEGAL TECHNOLOGY T-120

		Hours Per Week		Quarter
		Class	Lab/ Clinic	Hours Credit
<b>FALL QUARTER</b>				
CAS	153 — Microcomputer Literacy .....	3	2	4
ENG	121 — Grammar and Composition I.....	3	0	3
LEX	101 — Introduction to the Legal System.....	3	0	3
LEX	111 — Legal Research and Writing I.....	3	2	4
LEX	125 — Civil Procedure and Litigation I.....	5	0	5
		<u>17</u>	<u>4</u>	<u>19</u>
<b>WINTER QUARTER</b>				
BUS	115 — Business Law I.....	5	0	5
CJC	120 — Interviews and Interrogation .....	3	2	4
ENG	122 — Grammar and Composition II.....	3	0	3
LEX	112 — Legal Research and Writing II .....	2	3	3
LEX	117 — Criminal Law and Procedure I .....	3	0	3
LEX	126 — Civil Procedure and Litigation II .....	2	3	3
		<u>18</u>	<u>8</u>	<u>21</u>
<b>SPRING QUARTER</b>				
BUS	116 — Business Law II .....	5	0	5
ENG	123 — Technical Writing.....	3	0	3
LEX	113 — Family Law.....	3	2	4
LEX	118 — Criminal Law and Procedure II .....	3	0	3
POL	151 — American Federal Government .....	5	0	5
		<u>19</u>	<u>2</u>	<u>20</u>
<b>FALL QUARTER</b>				
LEX	213 — Real Property Law I.....	3	2	4
LEX	215 — Civil Wrongs (Tort Law).....	5	0	5
POL	152 — State and Local Government .....	5	0	5
PSY	206 — Applied Psychology .....	3	0	3
SPH	151 — Fundamentals of Speech .....	3	0	3
		<u>19</u>	<u>2</u>	<u>20</u>
<b>WINTER QUARTER</b>				
LEX	201 — Trusts, Estates, and Probate Law.....	3	2	4
LEX	204 — Investigation and Trial Preparation .....	3	2	4
LEX	214 — Real Property Law II.....	2	6	4
MAT	151 — Contemporary College Math I .....	5	0	5
	Free Elective* .....	3	0	3
		<u>16</u>	<u>10</u>	<u>20</u>
<b>SPRING QUARTER</b>				
ACC	173 — Financial Accounting .....	5	0	5
LEX	205 — Evidence .....	3	0	3
LEX	210 — Professional Responsibility .....	3	0	3
LEX	211 — Law Office Management .....	3	2	4
SOC	152 — Social Problems .....	5	0	5
		<u>19</u>	<u>0</u>	<u>20</u>

SUMMER QUARTER

LEX 245 — Paralegal Internship** .....	$\frac{0}{0}$	$\frac{10}{10}$	$\frac{1}{1}$
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TOTAL QUARTER HOURS: 120

\*Free elective — the following courses, while not required, would be beneficial:  
PSY 252 Human Growth and Development, PSY 253 Abnormal Psychology, SOC 153 Marriage and the Family, CJC 200 Juvenile Delinquency, BIO 171 Human Anatomy and Physiology I, or PHI 251 - Introduction to Philosophy.

\*\*This course is recommended, but not required, for graduation from the Paralegal Technology Program. Students planning to omit this course should discuss the implications with the head of the Paralegal Technology Program.





# PUBLIC ADMINISTRATION

T-146

## CURRICULUM DESCRIPTION

The Public Administration curriculum is designed to prepare the individual for entry into middle-management positions in state and local governments and non-profit organizations.

The purposes of the Public Administration curriculum are to prepare the individual for entry into middle-management positions in state and local government and non-profit organizations, provide an in-service educational program for individuals currently employed, and provide a program to inform concerned citizens about how government functions.

These purposes will be fulfilled through study and application in areas such as practice and practical relationships in public administration, budgetary functions and public policy. Through knowledge and skills, the individual will be able to perform governmental activities and through the development of personal competencies and qualities will be provided the opportunity to enter the public administration profession.

## PUBLIC ADMINISTRATION

T-146

		Hours Per Week	Quarter
		Class	Hours
		Lab/ Clinic	Credit
<b>FALL QUARTER</b>			
BUS 162	— Introduction to Public Administration .....	5	0
CAS 153	— Microcomputer Literacy .....	3	2
ENG 121	— Grammar and Composition I.....	3	0
MAT 133	— Elementary Statistics.....	5	0
		16	2
			17
<b>WINTER QUARTER</b>			
ACC 173	— Financial Accounting .....	5	0
BUS 114	— Public Personnel Administration .....	3	0
CAS 201	— Spreadsheet Applications.....	3	2
ENG 122	— Grammar and Composition II.....	3	0
POL 221	— United States Government .....	3	0
		17	2
			18
<b>SPRING QUARTER</b>			
ACC 138	— Governmental Accounting.....	5	0
BUS 115	— Business Law I.....	5	0
ENG 123	— Technical Writing.....	3	0
POL 152	— State and Local Government .....	5	0
		18	0
			18
<b>SUMMER QUARTER</b>			
BUS 244	— Public Administration Internship* .....	0	10
		0	10
			1

**FALL QUARTER**

BUS	132	— Ethics in Government .....	3	0	3
ECO	161	— Macroeconomics .....	5	0	5
SOC	152	— Social Problems .....	5	0	5
SPH	151	— Fundamentals of Speech .....	3 0 3		
		Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
			19	0	19

**WINTER QUARTER**

BUS	133	— Government Contracting .....	3	0	3
BUS	125	— Public Finance and Budgeting .....	5	0	5
BUS	234	— Public Policy Analysis .....	3	0	3
ECO	162	— Microeconomics .....	<u>5</u>	<u>0</u>	<u>5</u>
			16	0	16

**SPRING QUARTER**

BUS	143	— Supervision and Leadership .....	5	0	5
BUS	238	— Problems in Public Administration .....	3	0	3
BUS	242	— Public Organization and Management .....	5	0	5
		Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
			16	0	16

TOTAL QUARTER HOURS: 104

\*BUS 244 — Public Administration Internship is not a required course for graduation from the Public Administration Program but is recommended. Students choosing to omit this course should discuss their plans with the Department Head of the Public Administration Program.

## EVENING DIVISION PUBLIC ADMINISTRATION T-146

			Hours Per Week		Quarter
			Class	Lab	Hours Credit
<b>FALL QUARTER</b>					
BUS	162	— Introduction to Public Administration .....	5	0	5
ENG	121	— Grammar and Composition I .....	3	0	3
MAT	133	— Elementary Statistics .....	5	0	5
		Free Elective .....	<u>3</u>	<u>0</u>	<u>3</u>
			16	0	16
<b>WINTER QUARTER</b>					
ACC	173	— Financial Accounting .....	5	0	5
BUS	114	— Public Personnel Administration .....	3	0	3
ENG	122	— Grammar and Composition II .....	3	0	3
POL	221	— United States Government .....	<u>3</u>	<u>0</u>	<u>3</u>
			14	0	14
<b>SPRING QUARTER</b>					
ACC	138	— Governmental Accounting .....	5	0	5
BUS	238	— Problems in Public Administration .....	3	0	3
ENG	123	— Technical Writing .....	3	0	3
POL	152	— State and Local Government .....	<u>5</u>	<u>0</u>	<u>5</u>
			16	0	16
<b>SUMMER QUARTER</b>					
BUS	115	— Business Law I .....	5	0	5
CAS	153	— Microcomputer Literacy .....	3	2	4
SPH	151	— Fundamentals of Speech .....	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12

**FALL QUARTER**

BUS 132	— Ethics in Government .....	3	0	3
CAS 201	— Spreadsheet Applications.....	3	2	4
ECO 161	— Macroeconomics.....	5	0	5
SOC 152	— Social Problems .....	5	0	5
		<u>16</u>	<u>2</u>	<u>17</u>

**WINTER QUARTER**

BUS 125	— Public Finance and Budgeting .....	5	0	5
BUS 133	— Government Contracting.....	3	0	3
BUS 234	— Public Policy Analysis .....	3	0	3
ECO 162	— Microeconomics .....	5	0	5
		<u>16</u>	<u>0</u>	<u>16</u>

**SPRING QUARTER**

BUS 143	— Supervision and Leadership .....	5	0	5
BUS 242	— Public Organization and Management .....	5	0	5
	Free Elective .....	3	0	3
		<u>13</u>	<u>0</u>	<u>13</u>

**SUMMER QUARTER**

BUS 244	— Public Administration Internship* .....	0	10	1
		<u>0</u>	<u>10</u>	<u>1</u>

TOTAL QUARTER HOURS: 104

\*BUS 244 is not a required course for graduation from the Public Administration Program but is recommended. Students choosing to omit this course should discuss their plans with the Department Head of the Public Administration Program.

## SECRETARIAL - LEGAL

T-031

### CURRICULUM DESCRIPTION

The purposes of the Secretarial - Legal curriculum are to prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another legal secretarial position): and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills, the individuals will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

## SECRETARIAL - LEGAL

T-031

		Hours Per Week	Quarter Hours
		Class	Lab Credit
<b>FALL QUARTER</b>			
BUS	113 - Business Mathematics.....	5	0 5
BUS	161 - Introduction to Business.....	5	0 5
ENG	100 - Grammar.....	3	0 3
OSC	151 - Keyboarding* .....	3	2 4
		16	2 17
<b>WINTER QUARTER</b>			
BUS	110 - Business Computations-Lotus 1-2-3 .....	3	2 4
CAS	101 - Database Processing for Micros.....	3	2 4
ENG	121 - Grammar and Composition I.....	3	0 3
OSC	112 - Records Management .....	3	2 4
OSC	152 - Document Formatting .....	3	2 4
		15	8 19
<b>SPRING QUARTER</b>			
OSC	117L - Legal Terminology and Vocabulary.....	3	2 4
OSC	119 - Basic Word Processing .....	3	2 4
OSC	131 - Office Procedures.....	3	2 4
OSC	134 - Personal Development.....	3	0 3
OSC	153 - Document Production .....	3	2 4
SPH	151 - Fundamentals of Speech .....	3	0 3
		18	8 22
<b>FALL QUARTER</b>			
ENG	122 - Grammar and Composition II.....	3	0 3
OSC	154 - Shorthand Theory I* .....	3	2 4
OSC	204L - Legal Document Formatting and Production ..	3	2 4
OSC	218 - Advanced Word Processing.....	3	2 4
PSY	206 - Applied Psychology .....	3	0 3
		15	6 18



WINTER QUARTER

ACC 218	— Secretarial Accounting.....	5	2	6
BUS 115	— Business Law I.....	5	0	5
OSC 155	— Shorthand Theory II.....	3	2	4
OSC 212L	— Legal Transcription Machines I.....	3	2	4
	Social Science Elective.....	3	0	3
		19	6	22

SPRING QUARTER

BUS 116	— Business Law II.....	5	0	5
CAS 215	— Introduction to Desktop Publishing.....	3	2	4
OSC 156	— Basic Dictation and Transcription.....	3	2	4
OSC 213L	— Legal Transcription Machines II.....	3	2	4
OSC 214	— Administrative and Legal Office Simulation....	3	2	4
		17	8	21

TOTAL QUARTER HOURS: 119

\*Students may receive credit by successfully passing an examination.



## VOCATIONAL PROGRAMS

### OCCUPATIONAL DIVISION

The following curriculums in the Trade Division requires all students to purchase tools/uniforms and safety equipment. The requirements are mandatory for all students enrolled in these programs. Purchase of the tools/uniforms will be conducted by each department via the instructor and students.

Department	Requirements	Quarter Due
Air Cond, Heating & Refrig	Tools	Fall/Winter/Spring
Automotive Body Repair	Tools/Uniforms	Fall
Cosmetology	Tools/Uniforms	Fall/Spring
Diesel Vehicle Maintenance	Tools/Uniforms	Fall
Electrical Installation	Tools	Fall
Electronic Servicing	Tools	Fall/Winter/Spring
Machinist	Tools/Uniforms	Fall
Practical Nursing	Uniforms	Fall
Welding	Tools/Uniforms	Fall



AIR CONDITIONING, HEATING AND REFRIGERATION

V – 024

CURRICULUM DESCRIPTION

The Air Conditioning, Heating, and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, and the operating principles for a wide-range of heating and cooling equipment. The diploma program will emphasize start-up and service skills for oil, gas and electric furnaces, air-cooled air conditioning and air-to-air heat pumps.

Advanced diploma level programs will provide for more in-depth study and experience and will also include service and installation of water-cooled air conditioners, water source heat pumps, variable speed heat pumps, conventional hydronic systems and residential and light commercial system design.

SPECIAL REQUIREMENTS

Tools listed in Group “A” will be used early in the First Quarter (Fall). Tools as listed in Group “B” will be required for the Second Quarter (Winter). Tools in Group “C” will be obtained no later than the Third Quarter (Spring). The tool list will be provided by the instructor.

AIR CONDITIONING, HEATING AND REFRIGERATION

V – 024

ADVANCED DIPLOMA

				Hours Per Week	Quarter Hours
				Class	Credit
FALL QUARTER					
AHR	1150	— Introduction to Heating Equipment . . . . .	1	0	2
AHR	1151	— Fundamentals of Heating . . . . .	2	2	3
AHR	1152	— Servicing Heating Equipment . . . . .	1	0	3
BPR	1104	— Blueprint Reading . . . . .	0	3	1
ELC	1150	— Basic Electricity . . . . .	2	0	3
MAT	1101	— Fundamentals of Mathematics . . . . .	5	0	5
			11	4	17
WINTER QUARTER					
AHR	1103	— Applied Electricity for HVAC Systems . . . . .	1	0	2
AHR	1160	— Principles of Refrigeration . . . . .	2	4	4
AHR	1161	— Domestic Refrigeration Servicing . . . . .	1	0	3
ELC	1151	— Applied Wiring Diagrams “HVAC” . . . . .	1	2	2
PHY	1106	— Mechanics . . . . .	3	0	4
WLD	1180	— Basic Welding . . . . .	2	3	3
			10	8	18

**SPRING QUARTER**

AHR	1104	— Applied Electronics for HVAC Systems .....	2	0	3	3
AHR	1171	— Air Conditioning Servicing "Refrigeration"....	1	0	3	2
AHR	1172	— Air Conditioning Servicing "Air Side".....	1	0	3	2
AHR	1173	— Air Conditioning Servicing "Controls" .....	1	0	3	2
AHR	1174	— Air Conditioning Fundamentals .....	5	0	0	5
PSY	1101	— Human Relations .....	3	0	0	3
			<u>13</u>	<u>0</u>	<u>12</u>	<u>17</u>

**SUMMER QUARTER**

		Elective .....	2	0	0	2
		(May take COE 111)	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>

**FALL QUARTER**

AHR	1211	— All Weather Systems "Electric Heat".....	1	0	3	2
AHR	1212	— All Weather Systems "Oil Heat" .....	1	0	3	2
AHR	1213	— All Weather Systems "Gas Heat" .....	1	0	3	2
AHR	1214	— All Weather Systems "Heat Pumps".....	2	0	3	3
AHR	1215	— NC Building Code "Volume III".....	3	2	0	4
CAS	103	— Introduction to Microcomputers.....	2	2	0	3
ENG	121	— Grammar and Composition I.....	3	0	0	3
			<u>13</u>	<u>4</u>	<u>12</u>	<u>19</u>

**WINTER QUARTER**

AHR	1221	— Advanced Heat Pump Systems.....	2	0	3	3
AHR	1222	— Advanced Air Conditioning Systems .....	2	0	3	3
AHR	1223	— Hydronic and Chilled Water Systems .....	1	0	3	2
AHR	1224	— Estimating and Contracting.....	1	0	3	2
MAT	121	— Introduction to Technical Mathematics.....	5	0	0	5
SPH	151	— Fundamentals of Speech .....	3	0	0	3
			<u>14</u>	<u>0</u>	<u>12</u>	<u>18</u>

**SPRING QUARTER**

AHR	1231	— Physics of Air .....	2	2	0	3
AHR	1232	— Residential Air Distribution Design.....	3	2	0	4
AHR	1233	— Commercial Air Distribution Design .....	2	2	0	3
AHR	1234	— Hydronic and Chilled Water Systems Design	2	2	0	3
AHR	1235	— National Electric Code (AHR) .....	3	2	0	4
BUS	1103	— Small Business Operation.....	3	0	0	3
			<u>15</u>	<u>10</u>	<u>0</u>	<u>20</u>

TOTAL QUARTER HOURS: 111



# EVENING DIVISION AIR CONDITIONING, HEATING AND REFRIGERATION V-024 CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Air Conditioning, Heating and Refrigeration.

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
<b>FALL QUARTER</b>					
AHR	1151 — Fundamentals of Heating .....	2	2	0	3
ELC	1150 — Basic Electricity .....	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6
<b>WINTER QUARTER</b>					
AHR	1103 — Applied Electricity for HVAC Systems .....	1	0	3	2
AHR	1160 — Principles of Refrigeration.....	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		3	4	3	6
<b>SPRING QUARTER</b>					
AHR	1104 — Applied Electronics for HVAC Systems .....	2	0	3	3
AHR	1174 — Air Conditioning Fundamentals .....	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		7	0	3	8
TOTAL QUARTER HOURS:					20



AUTOMOTIVE BODY REPAIR

V-001

CURRICULUM DESCRIPTION

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

SPECIAL REQUIREMENTS

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. ALL students will comply with this requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniforms.

AUTOMOTIVE BODY REPAIR

V-001

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
AUT	1109 - Introduction to Auto Body Repair .....	2	0	6	4
AUT	1110 - Auto Body Repair I .....	1	0	3	2
AUT	1115 - Trim, Glass and Upholstery .....	1	0	6	3
CAS	103 - Introduction to Microcomputers.....	2	2	0	3
MAT	1101 - Fundamentals of Mathematics .....	5	0	0	5
WLD	1101 - Basic Gas Welding .....	1	0	3	2
		12	2	18	19
WINTER QUARTER					
AUT	1112 - Auto Body Repair II.....	5	0	18	11
BUS	1103 - Small Business Operations .....	3	0	0	3
ENG	1102 - Professional Communication I .....	3	0	0	3
WLD	1105 - Light Metal Welding .....	1	0	3	2
		12	0	21	19
SPRING QUARTER					
AUT	1116 - Auto Body Finishing and Painting I.....	2	0	6	4
AUT	1117 - Auto Body Finishing and Painting II .....	2	0	6	4
AUT	1118 - Auto Body Finishing and Painting III .....	2	0	9	5
ENG	1103 - Professional Communication II.....	3	0	0	3
PSY	1101 - Human Relations .....	3	0	0	3
		12	0	21	19

SUMMER QUARTER

AUT 1114 — Body Shop Applications.....	3	0	15	8
AUT 1123 — Auto Body Appraisal and Estimating.....	<u>3</u>	<u>0</u>	<u>9</u>	<u>6</u>
	6	0	24	14

TOTAL QUARTER HOURS: 71



CHILD CARE WORKER

V – 067

CURRICULUM DESCRIPTION

The Child Care Worker curriculum prepares individuals to work as assistants with early childhood specialists in day care centers, nursery schools, kindergartens, child development centers, hospitals, institutions, camps and recreation centers. This curriculum provides course work to meet the requirements for entry level employment and upgrading or retraining of staff in child care facilities.

Instruction includes theory and application in child care, growth and development of children, behavior patterns of children, health practices and how to deal with the emotional and physical problems of children.

ADMISSION REQUIREMENTS

- 1. Evidence of good character.
- 2. Physical statement signed by a licensed physician or an authorized health professional under his/her supervision, that indicates that the person is emotionally and physically fit to care for children.
- 3. A test showing the person to be free of active tuberculosis.
- 4. A combined score of 79 for the reading and English on the ASSET.
- 5. Must meet all licensing requirements for personnel employed in child care facilities.

CHILD CARE WORKER

V – 067

		Hours Per Week			Quarter
		Class	Lab	Shop	Hours
FALL QUARTER					Credit
EDU	1100 – Principles and Practices of Early Childhood Education .....	3	0	0	3
EDU	1101 – Child Growth and Development I .....	3	0	0	3
EDU	1105 – Health, Safety and Nutrition .....	3	0	0	3
EDU	1111 – Early Childhood Curriculum Planning I-Communication Skills .....	3	0	6	5
ENG	121 – Grammar and Composition I .....	3	0	0	3
		15	0	6	17
WINTER QUARTER					
CAS	103 – Introduction to Microcomputers .....	2	2	0	3
EDU	1102 – Child Growth and Development II .....	3	0	0	3
EDU	1108 – Working With Parents .....	3	0	0	3
EDU	1112 – Early Childhood Curriculum Planning II-Arts and Physical Development .....	3	0	6	5
SPH	151 – Fundamentals of Speech .....	3	0	0	3
		14	2	6	17



**SPRING QUARTER**

EDU 1103 — Child Growth and Development III .....	3	0	0	3
EDU 1107 — Guiding Children's Behavior.....	3	0	0	3
EDU 1109 — Program Planning Infants and Toddlers .....	3	0	0	3
EDU 1115 — Practicum .....	1	0	10	2
PSY 206 — Applied Psychology .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	13	0	10	14

**SUMMER QUARTER**

EDU 1110 — Day Care Organization and Administration....	3	0	0	3
EDU 1113 — Early Childhood Curriculum Planning III- Science and Math.....	3	0	6	5
EDU 1114 — The Exceptional Child.....	3	0	0	3
MAT 1101 — Fundamentals of Mathematics .....	5	0	0	5
SAF 152 — First Aid and Safety.....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	17	0	6	19

TOTAL QUARTER HOURS: 67



**COSMETOLOGY**  
**V – 009**  
**CURRICULUM DESCRIPTION**

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin, and hands, including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women’s specialty shops, as well as setting up one’s own business.

Upon completion of the program, the student will receive a diploma.

**COSMETOLOGY**  
**V – 009**

		Hours Per Week			Quarter
		Class	Lab	Shop	Hours Credit
<b>FALL QUARTER</b>					
COS	1101 – Introduction to Cosmetology Theory.....	3	0	0	3
COS	1102 – Mannequin Practice .....	1	0	33	12
PSY	1101 – Human Relations .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	0	33	18
<b>WINTER QUARTER</b>					
COS	1103 – Cosmetology Theory I.....	4	0	0	4
COS	1104 – Cosmetology Skills I .....	2	0	30	12
ENG	1102 – Professional Communication I .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	30	19
<b>SPRING QUARTER</b>					
CAS	103 – Introduction to Microcomputers.....	2	2	0	3
COS	1105 – Cosmetology Theory II.....	3	0	0	3
COS	1106 – Cosmetology Skills II.....	<u>1</u>	<u>0</u>	<u>33</u>	<u>12</u>
		6	2	33	18
<b>SUMMER QUARTER</b>					
COS	1107 – Advanced Cosmetology Theory .....	4	0	0	4
COS	1108 – Advanced Cosmetology Practice.....	1	0	24	9
BUS	1103 – Small Business Operations .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	0	24	16

TOTAL QUARTER HOURS: 71

Students may enter the curriculum in the Fall or the Spring Quarter.

**EVENING DIVISION  
COSMETOLOGY  
V-009**

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
<b>FALL QUARTER</b>					
COS	1101 — Introduction to Cosmetology Theory.....	3	0	0	3
COS	1102A — Mannequin Practice.....	<u>1</u>	<u>0</u>	<u>15</u>	<u>6</u>
		4	0	15	9
<b>WINTER QUARTER</b>					
COS	1102B — Mannequin Practice.....	0	0	18	6
PSY	1101 — Human Relations .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	18	9
<b>SPRING QUARTER</b>					
COS	1103 — Cosmetology Theory I.....	4	0	0	4
COS	1104A — Cosmetology Skills I.....	<u>1</u>	<u>0</u>	<u>15</u>	<u>6</u>
		5	0	15	10
<b>SUMMER QUARTER</b>					
COS	1104B — Cosmetology Skills I.....	1	0	15	6
ENG	1102 — Professional Communication I .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		4	0	15	9
<b>FALL QUARTER</b>					
COS	1105 — Cosmetology Theory II.....	3	0	0	3
COS	1106A — Cosmetology Skills II .....	<u>1</u>	<u>0</u>	<u>15</u>	<u>6</u>
		4	0	15	9
<b>WINTER QUARTER</b>					
COS	1106B — Cosmetology Skills II .....	0	0	18	6
CAS	103 — Introduction to Microcomputers.....	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		2	2	18	9
<b>SPRING QUARTER</b>					
BUS	1103 — Small Business Operations .....	3	0	0	3
COS	1107 — Advanced Cosmetology Theory .....	4	0	0	4
COS	1108A — Advanced Cosmetology Practice .....	<u>1</u>	<u>0</u>	<u>12</u>	<u>5</u>
		8	0	12	12
<b>SUMMER QUARTER</b>					
COS	1108B — Advanced Cosmetology Practice .....	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		0	0	12	4

TOTAL QUARTER HOURS: 71

## DENTAL ASSISTING

V-011

### CURRICULUM DESCRIPTION

The Dental Assisting curriculum prepares graduates to assist the dentist in providing treatment services. Functions performed by the dental assistant include dental health education, preparing dental materials, preparing the patient for treatment, taking dental x-rays, maintaining dental supplies and equipment, assisting the dentist, providing selected services for the patient, making appointments, maintaining patient records and other office management procedures. Graduates may be employed by dental offices, dental clinics, public health clinics, federal service clinics, dental schools, state health departments, dental manufacturers and insurance companies.

Graduates are eligible to take the examination given by the Dental Assisting National Board, Incorporated to become a Certified Dental Assistant.

Individuals desiring a career in dental assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

### ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining an average of "C". A student will be suspended from the Dental Assisting Program if a grade of "F" or more than one "D" is earned in a dental (DEN) course in the curriculum.

### BASIC LIFE SUPPORT

All students, faculty, and support staff involved in the direct provision of patient care must be certified in basic life support procedures (CPR) at intervals not to exceed one year. A copy of such certification must be on file in the department head/division chair's office. Documentation must be on file for anyone who is medically or physically unable to perform such services.

### DENTAL ASSISTING

V-011

		Hours Per Week			Quarter
		Class	Lab	Clinic	Hours Credit
<b>FALL QUARTER</b>					
BIO	1101 — Microbiology, Gross Anatomy and Physiology	3	2	0	4
DEN	100 — Professional Development.....	2	0	0	2
DEN	101 — Dental Anatomy .....	3	0	0	3
DEN	103 — Infection and Hazard Control .....	2	0	0	2
DEN	105 — Dental Materials I .....	2	0	6	4
DEN	106 — Clinical Procedures .....	3	0	6	5
DEN	1003 — Head and Neck Anatomy.....	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		16	2	12	21



**WINTER QUARTER**

DEN 107 – Dental Specialties Lab .....	0	2	3	2
DEN 108 – Dental Materials II.....	1	0	6	3
DEN 212 – Dental Radiology .....	3	4	0	5
DEN 224 – Dental Specialties.....	3	0	0	3
DEN 1004 – Pharmacology and Dental Office Emergencies	3	0	0	3
ENG 121 – Grammar and Composition I.....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	13	6	9	19

**SPRING QUARTER**

CAS 103 – Introduction to Microcomputers.....	2	2	0	3
DEN 109 – Dental Office Practice I.....	2	0	12	6
DEN 1013 – Preventive Dental Health Education .....	3	0	3	4
DEN 1014 – Oral Pathology .....	2	0	0	2
PSY 1101 – Human Relations (or optional PSY 206) .....	3	0	0	3
SPH 151 – Fundamentals of Speech .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	15	2	15	21

**SUMMER QUARTER**

DEN 110 – Dental Office Practice II .....	2	0	24	10
DEN 228 – Dental Office Management .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	5	0	24	13

TOTAL QUARTER HOURS: 74

Off-campus training sites for the Dental Assistant Program are:  
 Naval Dental Clinics, Camp Lejeune, NC  
 Private Dental Practices in Jacksonville, NC, and surrounding areas as needed.



DIESEL VEHICLE MAINTENANCE

V – 013

CURRICULUM DESCRIPTION

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

The use of diesel engines are found in farm and construction equipment, electric generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment, others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignments, discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use hand tools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

DIESEL VEHICLE MAINTENANCE

V – 013

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
DIE	1101 – Introduction to Diesel Mechanics.....	1	0	6	3
DIE	1110 – Engine Rebuild.....	2	0	3	3
DIE	1111 – Engine Rebuild.....	0	0	6	2
DIE	1113 – Advanced Engine Rebuild.....	3	0	3	4
ENG	1102 – Professional Communication I.....	3	0	0	3
MAT	1101 – Fundamentals of Mathematics.....	5	0	0	5
		14	0	18	20
WINTER QUARTER					
CAS	103 – Introduction to Microcomputers.....	2	2	0	3
DIE	1107 – Diesel Charging and Starting Systems.....	2	0	3	3
DIE	1144 – Hydraulic and Pneumatic Air Systems.....	1	0	3	2
DIE	1150 – Fuel Injection and Electrical System.....	2	0	6	4
DIE	1158 – Air Induction and Exhaust Systems.....	2	0	3	3
WLD	1180 – Basic Welding.....	2	0	3	3
		11	2	18	18
SPRING QUARTER					
DIE	1142 – Basic Diesel Equipment Transmissions.....	2	0	6	4
DIE	1152 – Diesel Equipment Power Trains.....	2	0	9	5
DIE	1154 – Diesel Tune-up and Trouble Shooting.....	3	0	3	4
PHY	1106 – Mechanics.....	3	2	0	4
PSY	1101 – Human Relations.....	3	0	0	3
		13	2	18	20

**SUMMER QUARTER**

AHR	1118	— Diesel Equipment Heating and Air Conditioning	2	0	6	4
BUS	1103	— Small Business Operations .....	3	0	0	3
DIE	1146	— Diesel Equipment Brake Systems .....	2	0	6	4
DIE	1156	— Diesel Engine Servicing .....	<u>3</u>	<u>0</u>	<u>9</u>	<u>6</u>
			10	0	21	17

TOTAL QUARTER HOURS: 75

**EVENING DIVISION  
DIESEL VEHICLE MAINTENANCE  
V—013  
CERTIFICATE**

Completion of the following courses will result in the awarding of a certificate in Diesel Vehicle Maintenance.

			Hours Per Week			Quarter Hours Credit
FALL QUARTER			Class	Lab	Shop	
DIE	1142	— Basic Diesel Equipment Transmissions .....	2	0	6	4
DIE	1150	— Fuel Injection and Electrical System .....	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
			4	0	12	8
WINTER QUARTER						
DIE	1110	— Engine Rebuild .....	2	0	3	3
DIE	1144	— Hydraulic and Pneumatic Air Systems .....	1	0	3	2
DIE	1146	— Diesel Equipment Brake Systems .....	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
			5	0	12	9
SPRING QUARTER						
DIE	1111	— Engine Rebuild .....	0	0	6	2
DIE	1154	— Diesel Tune-up and Trouble Shooting .....	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
			3	0	9	6
SUMMER QUARTER						
DIE	1107	— Diesel Charging and Starting Systems .....	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
			2	0	3	3

TOTAL QUARTER HOURS: 26

ELECTRICAL INSTALLATION

V – 018

CURRICULUM DESCRIPTION

The Electrical Installation curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout and installation of electrical systems in residential, commercial or industrial settings.

SPECIAL REQUIREMENTS

The Electrical Installation student shall be required to purchase the Electricians Tools Set as listed by the instructor during the Fall Quarter. All students will comply with this requirement for the Electrical Installation Course.

ELECTRICAL INSTALLATION

V – 018

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
BPR	1105 – Blueprint Reading for Construction Trades ...	3	0	0	3
ELC	1105 – Direct Current .....	2	0	6	4
ELC	1106 – Basic Wiring Practice I .....	2	0	6	4
ELC	1110 – Electrical Formulas and Computations .....	3	0	0	3
ENG	1102 – Professional Communication I .....	3	0	0	3
MAT	1101 – Fundamentals of Mathematics .....	5	0	0	5
		18	0	12	22
WINTER QUARTER					
ELC	1131 – National Electrical Code .....	4	0	0	4
ELC	1205 – Alternating Current .....	2	4	0	4
ELC	1206 – Basic Wiring Practice II .....	3	0	9	6
PHY	1105 – Electricity and Magnetism .....	3	2	0	4
		12	6	9	18
SPRING QUARTER					
BPR	1106 – Electrical Blueprints and Schematics .....	3	0	0	3
ELC	1301 – Industrial Controls Fundamentals I .....	1	0	6	3
ELC	1302 – Industrial Controls Fundamentals II .....	2	0	6	4
ELC	1305 – Computer Applications for Electricians .....	3	2	0	4
PSY	1101 – Human Relations .....	3	0	0	3
		12	2	12	17



SUMMER QUARTER

ELC	1403	— Commercial/Industrial Wiring.....	5	0	12	9
ELC	1405	— Introduction to PLC's .....	3	2	0	4
ELN	1205	— Industrial Electronics.....	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			11	4	12	17

TOTAL QUARTER HOURS: 74

EVENING DIVISION  
ELECTRICAL INSTALLATION  
V—018  
CERTIFICATE

			Hours Per Week			Quarter Hours Credit
FALL QUARTER			Class	Lab	Shop	
BPR	1106	— Electrical Blueprints and Schematics.....	3	0	0	3
ELC	1131	— National Electrical Code .....	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			7	0	0	7

WINTER QUARTER

ELC	1301	— Industrial Controls Fundamentals I.....	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
			1	0	6	3

SPRING QUARTER

ELC	1106	— Basic Wiring Practice I .....	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
			2	0	6	4

SUMMER QUARTER

ELC	1302	— Industrial Controls Fundamentals II .....	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
			2	0	6	4

TOTAL QUARTER HOURS: 18

# ELECTRONIC SERVICING

V-042

## CURRICULUM DESCRIPTION

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including; radios, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

## SPECIAL REQUIREMENTS

The electronic servicing students shall be required to purchase the tools sets as follows:

- List "A" - Within 10 days after 1st class meeting (Fall Quarter)
  - List "B" - Within 10 days after 1st class meeting (Winter Quarter)
  - List "C" - Within 10 days after 1st class meeting (Spring Quarter)
- All students will comply with this requirement for the electronic program.

## ELECTRONIC SERVICING

V-042

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
ELN	1101 - Introduction to Electronics .....	3	0	3	4
ELN	1102 - Fundamentals of Electronics I .....	3	0	3	4
ELN	1103 - Fundamentals of Electronics II .....	1	0	9	4
ENG	1102 - Professional Communication I .....	3	0	0	3
MAT	1101 - Fundamentals of Mathematics .....	5	0	0	5
		15	0	15	20
WINTER QUARTER					
BUS	1103 - Small Business Operations .....	3	0	0	3
CAS	153 - Microcomputer Literacy .....	3	2	0	4
ELN	1120 - Electronic Devices I .....	3	0	3	4
ELN	1121 - Electronic Devices II .....	2	0	6	4
ELN	1125 - Transistor Theory and Circuits I .....	2	0	6	4
		13	2	15	19
SPRING QUARTER					
ELN	1123 - Introduction to Television .....	2	0	6	4
ELN	1124 - Servicing Electronic Equipment .....	2	0	6	4
ELN	1131 - Computer Electronics I .....	2	0	3	3
ELN	1132 - Computer Electronics II .....	1	0	3	2
PSY	1101 - Human Relations .....	3	0	0	3
		10	0	18	16

SUMMER QUARTER

ELN 1126	— Transistor Theory and Circuits II .....	2	0	6	4
ELN 1127	— Television Receiver Circuits and Servicing ...	3	0	6	5
ELN 1141	— Computer Maintenance I.....	2	0	3	3
ELN 1142	— Computer Maintenance II.....	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
		8	0	18	14

TOTAL QUARTER HOURS: 69

EVENING DIVISION  
ELECTRONIC SERVICING  
V—042  
CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Electronic Servicing.

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
ELN 1101	— Introduction of Electronics .....	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
		3	0	3	4
WINTER QUARTER					
ELN 1102	— Fundamentals of Electronics I .....	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
		3	0	3	4
SPRING QUARTER					
ELN 1120	— Electronic Devices I.....	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
		3	0	3	4
SUMMER QUARTER					
ELN 1125	— Transistor Theory and Circuits I.....	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		2	0	6	4
TOTAL QUARTER HOURS:					16

**MACHINIST**  
**V – 032**  
**CURRICULUM DESCRIPTION**

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

**MACHINIST**  
**V – 032**

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
DFT	1111 – Introduction to Drafting.....	0	0	3	1
ENG	1102 – Professional Communication I.....	3	0	0	3
MAT	1101 – Fundamentals of Mathematics.....	5	0	0	5
MEC	1113 – Machine Shop Safety and Handtool.....	2	0	3	3
MEC	1114 – Introduction to Engine Lathes.....	1	0	3	2
MEC	1115 – Introduction to Milling Machines.....	0	0	9	3
		11	0	18	17
WINTER QUARTER					
DFT	1112 – Computer Aided Drafting.....	1	2	0	2
MAT	1102 – Applied Mathematics.....	5	0	0	5
MEC	1102 – Machine Shop Theory and Practice.....	3	0	12	7
MEC	1118 – Introduction to Metals.....	3	2	0	4
WLD	1180 – Basic Welding.....	2	0	3	3
		14	4	15	21
SPRING QUARTER					
MAT	1122 – Machinist Mathematics I.....	3	0	0	3
MEC	1103 – Machine Shop Theory and Practice.....	3	0	15	8
MEC	1119 – Applied Metallurgy.....	2	0	3	3
MEC	1120 – Introduction to CNC Machining.....	2	0	3	3
PHY	1106 – Mechanics.....	3	2	0	4
		13	2	21	21



SUMMER QUARTER

CAS	103	— Introduction to Microcomputers.....	2	2	0	3
MEC	1104	— Machine Shop Theory and Practice.....	3	0	12	7
MEC	1121	— Computed Aided Machining .....	1	2	0	2
PSY	1101	— Human Relations .....	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	4	12	15

TOTAL QUARTER HOURS: 74

EVENING DIVISION  
MACHINIST  
V—032  
CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Machinist.

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
MAT	1101 — Fundamentals of Mathematics .....	5	0	0	5
MEC	1113 — Machine Shop Safety and Handtool .....	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		7	0	3	8
WINTER QUARTER					
DFT	1111 — Introduction to Drafting.....	0	0	3	1
MEC	1114 — Introduction to Engine Lathes .....	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
		1	0	6	3
SPRING QUARTER					
MEC	1115 — Introduction to Milling Machines.....	0	0	9	3
MEC	1118 — Introduction to Metals.....	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		3	2	9	7
SUMMER QUARTER					
MEC	1120 — Introduction to CNC Machining.....	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		2	0	3	3

TOTAL QUARTER HOURS: 21

NURSING ASSISTANT

V – 072

CURRICULUM DESCRIPTION

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in homes, hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career as a nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

COURSES

				Hours Per Week			Quarter
				Class	Lab	Clinic	Hours
							Credit
NUR	3023	—	Nurse Assistant I . . . . .	2	2	6	5
NUR	3024	—	Nurse Assistant II . . . . .	3	4	9	8
NUR	3025	—	Home Care . . . . .	2	4	0	4
				7	10	15	17

Off-campus training sites for the Nurse Assistant Program are:  
Onslow Memorial Hospital, Jacksonville, NC  
Britthaven of Jacksonville, Jacksonville, NC

# **PRACTICAL NURSING**

**V – 038**

## **CURRICULUM DESCRIPTION**

The Practical Nursing curriculum is designed to prepare the graduate to participate in assessing, planning, implementing and evaluating nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Licensed Practical Nurses function under the supervision of the Registered Nurse or Physician.

Licensed practical nurses may be employed in hospitals, long term care facilities, clinics, doctors' offices, industry, and community health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

## **ADMISSIONS REQUIREMENTS**

Applicants must meet admission requirements as outlined in the current information bulletin.

## **ACADEMIC REGULATIONS**

Students must maintain the quality point average in accordance with the College policy "Grade Point Average to Determine Continuance in School" for one year curricula.

Students who make a "D" or less in a nursing or biology course, or an "F" on a general education courses, will not be allowed to progress or graduate.

Students who do not master calculation of medication dosage with 85% accuracy before completing NUR 1008 will be dismissed from the program.

## **ADDITIONAL REQUIREMENTS**

Once enrolled in the Practical Nursing program, students will be required to:

1. Purchase liability insurance annually
2. Demonstrate physical and emotional health as evidenced by a physical exam and appropriate behavior.
3. Complete all required inoculations.
4. Adhere to the student guidelines specific to the Practical Nursing Program.

PRACTICAL NURSING  
V-038

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Clinic	
BIO	1121 - Preclinical Human Anatomy and Physiology I	3	3	0	4
NUR	1001 - Fundamentals of Practical Nursing .....	6	0	9	9
NUR	1003 - Basic Nutrition .....	2	0	0	2
PSY	1101 - Human Relations .....	3	0	0	3
		14	3	9	18
WINTER QUARTER					
BIO	1122 - Preclinical Human Anatomy and Physiology II	3	3	0	4
NUR	1005 - Medical Surgical Nursing I .....	7	2	0	8
NUR	1007 - Medical Surgical Nursing I Practicum .....	0	0	12	4
NUR	1008 - Basic Pharmacology .....	2	0	0	2
		12	5	12	18
SPRING QUARTER					
ENG	1102 - Professional Communication I .....	3	0	0	3
NUR	1006 - Pediatric Nursing .....	4	0	0	4
NUR	1010 - Obstetrics Nursing .....	4	0	0	4
NUR	1011 - Pediatrics and Obstetrics Nursing Practicum	0	2	12	5
CAS	103 - Introduction to Microcomputers .....	2	2	0	3
		13	4	12	19
SUMMER QUARTER					
NUR	1013 - Nursing Seminar .....	2	0	0	2
NUR	1014 - Medical Surgical Nursing II .....	5	4	0	7
NUR	1015 - Medical Surgical Nursing II Practicum .....	0	2	15	6
		7	6	15	15

TOTAL QUARTER HOURS: 70

Off-campus training sites for the Practical Nursing Program are:  
Naval Hospital, Camp Lejeune, NC  
Onslow Memorial Hospital, Jacksonville, NC  
Britthaven of Jacksonville, Jacksonville, NC



# **SURGICAL TECHNOLOGY**

**V—071**

## **CURRICULUM DESCRIPTION**

The Surgical Technology curriculum prepares graduates to assist in the care of surgical patients in the operating room, and functions of the surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during operations in the use of materials and equipment. First assisting the surgeon by a surgical technologist is permitted only by individual hospital policy.

Graduates are eligible to take the certification examination for Certified Surgical Technologists given by the Association of Surgical Technologists, Inc. Surgical technologists may practice in the hospital's operating, emergency, labor and delivery rooms; central sterile processing department; ambulatory surgical services; and physician's offices.

Individuals desiring a career in surgical technology should take biology and mathematics courses prior to entering the program.

## **ACADEMIC REGULATIONS**

The Surgical Technology student will advance through the sequence required in the Surgical Technology Curriculum from quarter to quarter as long as he/she maintains the quality point average of 2.0 and receives no grade below a "C" on all Surgical Technology courses as well as all anatomy and physiology and microbiology courses.

## **READMISSIONS POLICY**

The student must hold a 2.0 average to be considered for readmission into the program. He/she must have successfully completed prerequisites before being considered for readmission into the Surgical Technology Program. Only one academic readmission will be allowed.

## **SPECIAL REQUIREMENT**

Due to published reports of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology Program. If a student should become pregnant, she will be required to withdraw.

SURGICAL TECHNOLOGY  
V-071

		Hours Per Week			Quarter
		Class	Lab	Clinic	Hours Credit
SUMMER QUARTER (2ND SPLIT SESSION)					
CAS	103 - Introduction to Microcomputers.....	2	2	0	3
ENG	1102 - Professional Communication I .....	3	0	0	3
PSY	1101 - Human Relations .....	3	0	0	3
		8	2	0	9
FALL QUARTER					
BIO	1121 - Preclinical Human Anatomy and Physiology I	3	3	0	4
SUR	1100 - Introduction to Perioperative Practice.....	3	0	3	4
SUR	1101 - Introduction to Operating Room.....	3	0	3	4
SUR	1102 - Surgical Procedures I.....	5	0	3	6
SUR	1106 - Seminar I.....	2	0	0	2
		16	3	9	20
WINTER QUARTER					
BIO	1122 - Preclinical Human Anatomy and Physiology II	3	3	0	4
SUR	1103 - Surgical Procedures II.....	5	0	3	6
SUR	1104 - Clinical Practice I.....	0	0	21	7
		8	3	24	17
SPRING QUARTER					
BIO	1123 - Introduction to Microbiology.....	3	3	0	4
SUR	1105 - Clinical Practice II .....	0	0	24	8
SUR	1107 - Seminar II.....	1	0	0	1
SUR	1109 - Surgical Procedures III .....	4	0	0	4
		8	3	24	17
SUMMER QUARTER (1ST SPLIT SESSION)					
SUR	1108 - Clinical Practice III .....	0	0	18	6
SUR	1110 - Seminar III .....	2	0	0	2
		2	0	18	8

TOTAL QUARTER HOURS: 71

Off-campus training sites for the Surgical Technology Program are:  
Craven Regional Medical Center, New Bern, NC  
Naval Hospital, Camp Lejeune, NC  
New Hanover Medical Center, Wilmington, NC  
Onslow Memorial Hospital, Jacksonville, NC  
Pitt County Memorial Hospital, Greenville, NC  
Surgery Center, Jacksonville, NC

The following course substitutions may be made:

COURSE NO	COURSE TITLE	IN LIEU OF
BIO 171 and BIO 172	Human Anatomy and Physiology I and II	BIO 1121
BIO 171 and BIO 172	Human Anatomy and Physiology I and II	BIO 1122
BIO 173	Introduction to Microbiology	BIO 1123
ENG 121	Grammar and Composition I	ENG 1102
ENG 124	Secretarial Composition	ENG 1102
ENG 151	Composition and Rhetoric	ENG 1102
PSY 206	Applied Psychology	PSY 1101
PSY 251	Introduction to Psychology	PSY 1101

# WELDING

V – 050

## CURRICULUM DESCRIPTION

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

## SPECIAL REQUIREMENTS

The welding student will be required to purchase several items of safety equipment, tools and drafting instruments. A list of these items will be given to each student at the beginning of the Fall Quarter and will indicate the item and quarter required. All students must comply with this requirement for the welding course.

V – 050

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
<b>FALL QUARTER</b>					
BPR	1117 – Blueprint Reading: Welding .....	0	0	3	1
ELC	1101 – Basic Electricity .....	3	0	0	3
ENG	1102 – Professional Communication I .....	3	0	0	3
MAT	1101 – Fundamentals of Mathematics .....	5	0	0	5
MEC	1112 – Machine Shop Practice .....	1	0	3	2
WLD	1102 – Welding I, Oxyacetylene .....	2	0	6	4
WLD	1107 – Welding Problems I, Oxyacetylene .....	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		15	0	18	21
<b>WINTER QUARTER</b>					
DFT	1180 – Trade Drafting and Sketching.....	0	0	6	2
CAS	103 – Introduction to Microcomputers.....	2	2	0	3
MEC	1141 – Sheet Metal Fabrication .....	0	0	6	2
WLD	1103 – Welding II, ARC Welding .....	2	0	6	4
WLD	1108 – Welding Problems II, ARC Welding.....	1	0	6	3
WLD	1112 – Mechanical Testing and Inspection .....	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
		6	2	27	16
<b>SPRING QUARTER</b>					
DFT	1118 – Pattern Development.....	2	0	3	3
PSY	1101 – Human Relations .....	3	0	0	3
WLD	1104 – Welding III, Inert Welding .....	2	0	6	4
WLD	1109 – Welding Problems III, Inert .....	0	0	3	1
WLD	1124 – Pipe Welding.....	<u>3</u>	<u>0</u>	<u>12</u>	<u>7</u>
		10	0	24	18

SUMMER QUARTER

BUS	1103	— Small Business Operations .....	3	0	0	3
WLD	1106	— Welding IV, Certification .....	2	0	3	3
WLD	1110	— Welding Problems IV, Certification .....	1	0	3	2
WLD	1122	— Commercial and Industrial Practice .....	<u>3</u>	<u>0</u>	<u>9</u>	<u>6</u>
			9	0	15	14

TOTAL QUARTER HOURS: 69

EVENING DIVISION  
WELDING  
V – 050  
CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in the Welding Program.

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
WLD	1102 — Welding I, Oxyacetylene .....	2	0	6	4
WLD	1103 — Welding II, ARC Welding .....	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		4	0	12	8
WINTER QUARTER					
WLD	1104 — Welding III, Inert Welding .....	2	0	6	4
WLD	1108 — Welding Problems II, ARC Welding .....	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		3	0	12	7
SPRING QUARTER					
WLD	1106 — Welding IV, Certification .....	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		2	0	3	3
SUMMER QUARTER					
BPR	1117 — Blueprint Reading: Welding .....	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
		0	0	3	1

TOTAL QUARTER HOURS: 19



## EVENING DIVISION

Coastal Carolina Community College provides for an extensive evening program to include selected courses in the degree, diploma, and certificate curricula listed in the catalog.

Evening classes normally meet two nights each week for an eleven-week quarter. In most instances, it is possible to take two courses in the same evening. The evening student may attend on a part time or full time basis.

In addition to individual course offerings in most technical, vocational, and college transfer subjects, a student may complete requirements leading to an associate degree in selected technical and college transfer programs within a minimum period of two calendar years through the evening division of the college. It may be advisable, however, that course work be extended over a longer period of time, depending on outside commitments. Any course listed in an evening program may be cancelled if enrollment for the course is too low to justify offering it during the term listed.

The following degree programs may be completed through the evening division although enrollment during the day may be necessary.

### COLLEGE TRANSFER

Associate in Arts Degree

### TECHNICAL

#### ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting  
Business Administration  
Business Computer Programming  
Criminal Justice

Fire Protection Technology  
Microcomputer Systems  
Technology  
Paralegal Technology  
Public Administration

### DIPLOMA

Business Computer Programming  
Microcomputer Systems Technology

### CERTIFICATE

Architectural Technology  
Automotive Technology  
Business Computer Programming  
Electronic Engineering Technology  
General Office

## VOCATIONAL

In addition to the technical and college transfer degree programs above, selected vocational courses are also scheduled during the evening in the following areas:

### CERTIFICATE PROGRAMS

Air Conditioning, Heating and Refrigeration  
Diesel Vehicle Maintenance  
Electrical Installation  
Electronic Servicing  
Machinist  
Welding

### DIPLOMA PROGRAMS

Cosmetology

### SELECTED COURSES

Automotive Body Repair

The scheduling of courses may be altered by the substitution of courses, deletion of courses or by the addition of other courses. This right is reserved by the college since resources to offer evening courses are sometimes limited.



## CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAMS DIVISION OF CONTINUING EDUCATION

**General Information:** Coastal Carolina Community College plays an active role in the continuing education of the citizens of Onslow County. The continuing education division provides courses which upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses, and provides programs to meet the training needs of new and expanding industries. Programs are also provided to meet literacy needs, basic skill improvement, and high school equivalency certification. Additionally, a broad range of courses is offered enabling individuals to improve in home and community life and develop or improve leisure time activities.

**Eligibility:** To enroll in courses offered in the continuing education program, a student should be eighteen (18) years of age or older. However, sixteen (16) and seventeen (17) year olds can be served upon completion of the minor applicant form.

**Credit:** The Continuing Education Unit is used as the basic unit of measurement for an individual's participation in continuing education non credit classes, courses and programs. CEU's will be awarded to individuals who successfully complete a learning activity in occupational or academic program areas. A CEU is a unit of credit whereby ten (10) contact hours equal one (1) CEU credit.

**Registration:** Courses begin at various times during the traditional eleven week quarter. Normally, registration for courses is conducted on the first class meeting, though occasionally preregistration is required. Announcements concerning dates, times, locations of classes, and registration information are available in the office of continuing education.

**Fees:** Continuing education fees are determined by the North Carolina General Assembly as follows: occupational courses - \$35.00; academic, practical skills and avocational courses-fee varies; adult basic education, adult high school and GED-no costs. Senior citizens, 65 years of age and older, may enroll in any course free of a registration charge. There is no registration fee for job related courses for local law enforcement, fire and rescue personnel.

### PROGRAMS OF INSTRUCTION

**OCCUPATIONAL EXTENSION PROGRAMS:** Through the occupational extension program, Coastal answers the community's job training needs by providing entry level training, retraining and upgrading for improving job performance. This includes noncredit courses, workshops, apprenticeship



programs, teacher renewal and various courses related to training in vocational or professional areas. The occupational extension program offers standard, existing courses or develops courses designed especially for businesses, organizations, agencies, or industries.

**EMERGENCY MEDICAL, HEALTH AND SAFETY:** Health and emergency services courses are designed to meet both the pre-service and in-service training needs of the medical community. Courses are scheduled to fulfill the needs of rescue squads, fire departments, health agencies, hospitals, nursing homes and other related agencies.

**FIRE SERVICE TRAINING:** Full time and volunteer firefighters are provided with the opportunity to gain technical knowledge and skills needed in the effective performance of their duties. With flammable and explosive materials being stored and transported, it is necessary to keep abreast of the latest techniques for controlling hazardous conditions. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during specially designed field exercises. Training sessions may be held on the college campus or in local fire departments with in-service classes provided in convenient locations throughout the county.

**LAW ENFORCEMENT TRAINING:** Numerous short, noncredit in-service courses for law enforcement personnel are offered by the college. Courses are usually held on the main campus but may be scheduled for a particular department and held at an alternate location. The courses are designed to assist individuals in becoming more proficient officers by retraining in current practices.

**ADULT BASIC EDUCATION (ABE):** The Adult Basic Education Program is designed to provide basic skills training in reading, writing and mathematics for adults whose educational achievement is less than ninth grade. The ABE curriculum is comprehensive, utilizing adult oriented materials and instruction to meet the needs of the individual. Classes are scheduled on the main campus and at many community locations to meet the basic educational needs of citizens of Onslow County. All books and materials are provided free of charge.

**GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED):** The General Educational Development Program (GED) is designed for the adult who has not completed high school and would like to obtain a North Carolina High School Equivalency Diploma. An individual must achieve the necessary scores on the General Education Development test to achieve the high school equivalency certificate which is accepted by more than 90% of colleges and universities and by many employers.

The GED consists of five (5) parts which measure a person's ability to use correct English in written expression, read and comprehend material in social studies, science and literature, and solve problems in mathematics. Students may prepare to take the GED test by attending GED classes in reading,



English and mathematics or by studying on an individual basis in the general studies center. Classes are offered day and evening and text books are provided for student use.

Coastal Carolina Community College is an official GED testing center. The GED test is given once a month or at the end of each quarter if a student is enrolled in GED classes. There is a \$7.50 test fee.

**ADULT HIGH SCHOOL DIPLOMA PROGRAM (AHS):** The Adult High School Diploma Program (AHS) is offered for the adult, sixteen (16) years of age or older, who, after dropping out of high school, returns to complete his course work in order to obtain an Adult High School Diploma. To earn his high school credential, the student must complete twenty (20) credits and pass the North Carolina Competency Test in reading, writing, and mathematics. Credits may be earned through AHS classes in English, reading and math; other courses are offered through independent study in the general studies center.

This program, offered with the approval and cooperation of the Onslow County Board of Education, also grants credits for any of the requirements previously completed in high school, military schools, or work experience courses. Classes are offered day and evening and textbooks are provided.

**ENGLISH AS A SECOND LANGUAGE:** English as a Second Language is a course designed for foreign students who want to learn to speak, write, and communicate fluently in the English language. Conversational English is stressed, as well as vocabulary, spelling, and reading development. Classes are offered each quarter during the day and evening based on demand.

**COMPENSATORY EDUCATION PROGRAM:** The compensatory education program offers classes for mentally handicapped adults in math, community living skills, reading, health, social science, consumer education and vocational education. The program is designed to assist students in gaining as high a level of independence and self-sufficiency as possible.

To be eligible for the program, students must be at least eighteen (18) years of age and have evidence documenting the student is mentally handicapped.

**COMMUNITY SERVICE PROGRAMS:** The community service classes reflect the needs and interests of citizens of Onslow County through the academic, practical skills and avocational course offerings. These courses provide new avenues for personal development, skills training, cultural enrichment and lifelong learning. Course offerings within these programs include: conversational German, reading improvement, clothing construction, arts and crafts, floral design, interior decorating, genealogy, upholstery and furniture refinishing. Many classes are held off campus to allow for convenience.

**SMALL BUSINESS CENTER:** The small business center provides a customized program designed to respond to training and counseling needs of

small business owners or prospective owners. The center accomplishes this task by monitoring the needs of area small businesses, offering classes and seminars to meet those needs, and by networking with other agencies serving small business.

## **INDUSTRIAL TRAINING CENTER**

**NEW AND EXPANDING INDUSTRY PROGRAM:** Coastal Carolina Community College in cooperation with the North Carolina State Department of Community Colleges will design and administer a training program for any industry in Onslow County tailored to the unique needs of each industry. The purpose of this service is to help a new and/or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long range training program of its own to satisfy its continuing replacement and retraining needs.

**FOCUSED INDUSTRIAL TRAINING PROGRAM:** Coastal Carolina Community College offers individualized training that is customized to the needs of local, existing industries. The industrial training specialists at the college work with each industry to assess needs and develop a specific training program to meet those needs.

**IN-PLANT TRAINING:** Coastal Carolina Community College offers a variety of training courses taught at the clients' plant or office. These customized training programs provide training to new employees or upgrade training of existing employees.

## **CLASSES AT CAMP LEJEUNE, NORTH CAROLINA**

Coastal Carolina Community College offers a variety of courses at Camp Lejeune and Marine Corps Air Station, New River. These courses may be attended by active duty, dependent, and civilian personnel. Offerings typically include college transferable courses, occupational courses, and continuing education courses (non credit, special interest courses).

Examples of offerings are:

College Transferable courses:

English

Math

History

Business and Economics

Computer

Psychology

Sociology

Political Science

Music and Art Appreciation

Religion

Spanish and French

Speech

Occupational courses:

Criminal Justice

Business Administration

Computer Programming

Paralegal

Continuing Education courses:

General Education Development (GED)

Adult High School Diploma

Literacy (Basic English, Reading, Math)

Basic Skills Enhancement Program (BSEP)

Computer (DOS, Word Processing, Spreadsheet, Database, Windows)

Armed Service Vocational Aptitude Battery Prep (ASVAB Prep)

Scholastic Aptitude Test Prep (SAT)

A & P Prep (Airframes, Power Plant, & General)

Costs are minimal with some courses being offered free of charge. Active duty and dependents are eligible for in-state tuition rates. Active duty personnel may also use Tuition Assistance to pay for 75% of tuition costs for curriculum courses.

For additional information, please call Camp Lejeune at 451-2391 or MCAS/New River at 451-6369. Written requests may be mailed to:

Director of Programs, Camp Lejeune

CCCC at Camp Lejeune

444 Western Boulevard

Jacksonville, NC 28546

## DESCRIPTION OF COURSES

### COURSE NUMBERING

Courses at Coastal Carolina Community College are numbered in accordance with the system of the North Carolina Department of Community Colleges.

1. All preparatory or developmental courses are indicated by a three-letter prefix and numbered 70-99. These courses are not transferable and do not count as credit toward a degree at Coastal Carolina Community College. Credits for these classes are shown in parenthesis to indicate these hours are used in calculating tuition charges, not to imply degree credit. Example: MAT 91
2. All freshman technical courses are indicated by a three-letter prefix and are numbered 100-149. All sophomore technical courses are indicated by a three-letter prefix and are numbered 200-249. Example: ARC 101
3. All freshman transfer courses are indicated by a three-letter prefix and are numbered 150-199. All sophomore transfer courses are indicated by a three-letter prefix and are numbered 250-299. Example: MAT 261
4. All vocational courses are indicated by a three-letter prefix and are numbered 1000-1499.
5. All adult education courses beyond the high school level are indicated by a three letter prefix and are numbered 2000-2999.
6. All high school courses are numbered according to the North Carolina Public School numbering system.



## COURSE SUBSTITUTIONS

Within some curricula programs, substitutions may be made for required classes. The substitutions listed below are standard ones requiring no special permission. Any substitutions not specifically included in the list below must be approved by the department/division head and the curriculum dean.

COURSE REQUIRED	COURSE SUBSTITUTION
ACC 218	ACC 171, 173
ACC 220	ACC 171, 173, 218
ACC 221	ACC 174
BIO 1121	BIO 171 and BIO 172
BIO 1122	BIO 171 and BIO 172
BIO 1123	BIO 173
BUS 113	MAT 110
BUS 1103	BUS 145, 161, 235
CAS 103	CAS 153
CAS 216	CAS 153
CHM 150	CHM 161
CJC 115	LEX 117
CJC 116	LEX 118
CJC 140	LEX 211
CJC 210	LEX 126
CJC 211	LEX 204
CJC 225	LEX 117
DEN 204	DEN 106 and DEN 107
DEN 225	DEN 109 and DEN 110
DEN 234	DEN 105 and DEN 108
ENG 121	ENG 151
ENG 121, 122, 123	ENG 151 AND ENG 152
ENG 1102	ENG 121, 151
ENG 1103	SPH 151 OR SPH 161
LEX 117	CJC 115
LEX 117	CJC 225
LEX 118	CJC 116
LEX 126	CJC 210
LEX 204	CJC 211
LEX 211	CJC 140
MAT 121	MAT 161
MAT 122	MAT 161 AND MAT 162
MAT 123	MAT 161 AND MAT 162
MAT 124	MAT 261
MAT 1101	BUS 113, MAT 161, or any math level higher than MAT 161
OSC 109	OSC 151
PHY 122	PHY 161

PHY 127  
PHY 129  
PHY 161  
PHY 162  
PHY 163  
POL 221  
PSY 206  
PSY 1101  
SPH 151

PHY 161  
PHY 161  
PHY 261  
PHY 262  
PHY 263  
POL 151  
PSY 251  
PSY 206 OR PSY 251  
SPH 161



## ACCOUNTING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ACC 138 — Governmental Accounting</b>	5	0	0	5
The study of accounting principles and procedures for governmental and nonprofit organizations. Upon completion, the student will be able to sort, classify, and account for government agency revenues and expenses. Prerequisite: ACC 173				
<b>ACC 173 — Financial Accounting</b>	5	0	0	5
This course provides an introduction to the theory and generally accepted principles of accounting. It is intended to convey an understanding of the process by which accountants prepare financial statements as well as the nature and limitations of financial statements for various uses. Topics include basic principles of accounting and such accounting procedures as transaction analyses, journalizing, and posting. Emphasis will be placed on the major financial statements and underlying accounting concepts of proprietorships, partnerships and corporations. Prerequisite: None				
<b>ACC 174 — Managerial Cost Accounting</b>	5	0	0	5
A study of accounting for the manufacture of products and control of costs. Emphasis is placed on cost concepts, uses, and applications; design and operation of the cost accounting system using job order, process, and standard cost systems; and cost analysis for decision making including breakeven, budgets, and capital expenditures. Prerequisite: ACC 173				
<b>ACC 218 — Secretarial Accounting</b>	5	2	0	6
Secretarial Accounting is a course designed to give students proficient accounting skills necessary to perform the accounting encountered within personal service organizations. The course will include chapters and workbook exercises dealing with the accounting procedures, cash accounting, payroll accounting, and the entire accounting cycle as it applies to lawyers, doctors, and other personal services. Prerequisite: BUS 110				
<b>ACC 220 — Recordkeeping I</b>	5	2	0	6
This course is designed to give general office students proficient accounting skills necessary to perform the complete accounting cycle as encountered within personal service organizations. This includes journalizing, posting, preparing financial reports, keeping records for a petty cash fund, preparing adjustments, and closing accounts at the end of the accounting cycle. Computerized problems reinforce mastery of recordkeeping skills using Lotus 1-2-3. Prerequisite: None				
<b>ACC 221 — Recordkeeping II</b>	5	2	0	6
This course is designed to give general office students proficient recordkeeping skills necessary to perform the complete accounting cycle as encountered within merchandising organizations. This includes journalizing and posting cash payments, cash receipts, purchases and sales, sales returns and allowances, purchases returns and allowances, payroll records, end-of-period adjustments, and closing accounts at the end of the accounting cycle. Computerized problems using Lotus 1-2-3 reinforce mastery of recordkeeping skills. Prerequisite: ACC 220				
<b>ACC 222 — Intermediate Accounting I</b>	5	0	0	5
A study of the concepts, principles, and practices underlying the preparation and presentation of financial statements. Emphasis is placed on the theoretical foundations of financial accounting and reporting, a review of basic financial statements, the concepts of present and future value, and a study of generally accepted accounting principles as they relate to the various current asset and current liability accounts. Prerequisite: ACC 174				

- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>ACC 223 – Intermediate Accounting II</b>  | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| A continuation of ACC 222. Emphasis is placed on a study of generally accepted accounting principles as they apply to long-term liabilities, operational assets, stockholder's equity, long-term debt and equity securities investments, the statement of changes in financial position, and accounting changes and error corrections. |          |          |          |          |
| Prerequisite: ACC 222  |          |          |          |          |
| <b>ACC 225 – Auditing</b>  | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| An introduction to auditing standards and procedures, with emphasis placed on auditing professionalism, the general technology of auditing, audit program applications, and audit reporting obligations.   |          |          |          |          |
| Prerequisite: ACC 174  |          |          |          |          |
| <b>ACC 227 – Advanced Accounting</b>   | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| The application of accounting principles and procedures for branch/home office, operations, consolidated corporations, and governmental operations.  |          |          |          |          |
| Prerequisite: ACC 223  |          |          |          |          |
| <b>ACC 229 – Taxes I</b>   | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| A study of individual taxes is made at the federal and state level.  |          |          |          |          |
| Prerequisite: None   |          |          |          |          |
| <b>ACC 230 – Taxes II</b>  | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| A study of the taxation of sole proprietorships, partnerships, and corporations; and special tax problems.   |          |          |          |          |
| Prerequisite: ACC 173, ACC 229 or permission of instructor   |          |          |          |          |
| Corequisite: ACC 221 for office technology students or permission of instructor  |          |          |          |          |
| <b>ACC 240 – Accounting Spreadsheet Applications</b>   | <b>1</b> | <b>4</b> | <b>0</b> | <b>3</b> |
| The use of Lotus 1-2-3 spreadsheets to solve accounting problems on the microcomputer.   |          |          |          |          |
| Prerequisites: ACC 174, CAS 153  |          |          |          |          |
| <b>ACC 241 – Accounting Software Package</b>   | <b>1</b> | <b>4</b> | <b>0</b> | <b>3</b> |
| This course uses Peachtree, an accounting software package that covers all phases of the accounting process. This course will be taught on the microcomputer.  |          |          |          |          |
| Prerequisites: ACC 174, CAS 153 (or equivalent)  |          |          |          |          |



AIR CONDITIONING, HEATING & REFRIGERATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AHR 101 – Automotive Heating and Air Conditioning	2	0	6	4
A study in the design, theory, and operation of automotive heating and air conditioning systems. Refrigeration and heat transfer principles will be taught. Climate control, heating, ventilation, and air conditioning duct work service and removal will be covered. Special emphasis will be placed on Freon-R-12 recovery and control with respect to federal laws and ozone damage. Lab will provide the students with diagnosis a/c and heating problems, unit repair and systems performance analysis. Shop safety regarding refrigerant handling will be emphasized.				
Prerequisite: None				
AHR 1103 – Applied Electricity for HVAC Systems	1	0	3	2
The use of test instruments and equipment used in servicing electrical apparatus for air conditioning and heating systems installations. Emphasis is placed on electrical principals and procedures for troubleshooting the various electrical devices used in air-conditioning and heating equipment. Students will learn how to use test instruments to analyze performance and troubleshoot malfunctions of transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring.				
Prerequisite: None				
AHR 1104 – Applied Electronics for HVAC Systems	2	0	3	3
Common electronic control components utilized in HVAC systems. Emphasis is placed upon identifying different electronic components and their functions in HVAC system and motor drive control circuits. Students will learn how to identify these components, describe their functions in control circuitry, and to use test instruments to measure electronic circuit values and to identify malfunctions.				
Prerequisites: AHR 1103, ELC 1150				
AHR 1118 – Diesel Equipment Heating and Air Conditioning	2	0	6	4
A study in the design, theory, and operation of diesel heating and air conditioning systems as they apply to newer makes and models of vehicles. Freon R-12 recovery and control with respect to federal laws that have been put into place. Lab work will provide hands-on training for students and provide them with diagnostics in air conditioning and heating problems, unit repairs and system performance analysis. Handling of hazardous materials and safety will be emphasized.				
Prerequisite: None				
AHR 1150 – Introduction to Heating Equipment	1	0	3	2
Introduction to oil, gas and electric heating equipment and systems. Emphasis is placed on furnace configurations, design difference, component nomenclature and function within the unit. Other topics covered include fuel systems and types, electrical and control requirements, and operating characteristics.				
Prerequisite: None				
AHR 1151 – Fundamentals of Heating	2	2	0	3
An introduction to the fundamentals of warm air heat, including oil, gas, and electric forced air systems. Emphasis is placed upon terminology, operating principles, theory, components and materials utilized in installation and servicing. Introduced are comfort surveys, heat loss and gain, equipment selection, solar heating and heat distribution systems.				
Prerequisite: None				
AHR 1152 – Servicing Heating Equipment	1	0	6	3
An introduction to the servicing and repair procedures for electric, gas, and oil warm air heating systems. Emphasis is placed on students' hand-on practice in servicing. The analysis of operating malfunctions, and the repair of system components. Students will learn systematic procedures for diagnosing and repairing mechanical and electrical malfunctions.				
Prerequisite: None				

- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>AHR 1160 – Principles of Refrigeration</b>   | <b>2</b> | <b>4</b> | <b>0</b> | <b>4</b> |
| An introduction to the operation of refrigeration systems including nomenclature and function of major components within the system, characteristics and identification of commonly used refrigerants and the safe and proper handling of specialized tools used by refrigeration technicians. Other topics included are refrigeration theory, physical laws governing refrigerant behavior under various pressure/temperature combinations, and recognition of abnormal system operation. Safe handling procedures for pressurized refrigerant systems and containers will be stressed. To include refrigerant recovery methods. |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>AHR 1161 – Domestic Refrigeration Servicing</b>  | <b>1</b> | <b>0</b> | <b>6</b> | <b>3</b> |
| Application of skills learned in AHR 1160 will emphasis on hands-on problem diagnosis and repair of domestic refrigerators and freezers. Students will utilize recognized electrical and refrigerant system troubleshooting techniques to determine malfunction causes, and repair/replace as necessary to restore the system to normal operation. Diagnostic/repair practices will include acetylene brazing of refrigerant pressure/temperature measurements using instruments common to the refrigeration trade.   |          |          |          |          |
| Prerequisite: AHR 1160  |          |          |          |          |
| <b>AHR 1171 – Air Conditioning Servicing “Refrigeration”</b>  | <b>1</b> | <b>0</b> | <b>3</b> | <b>2</b> |
| Introduction to air-cooled air conditioning systems including both window units and ducted, central units, split and packaged. Emphasis is placed on routine servicing, problem diagnosis and repair of the refrigerant carrying components of these systems. Special emphasis is placed on the safe handling of refrigerants during system charging operations.  |          |          |          |          |
| Prerequisite: AHR 1161  |          |          |          |          |
| <b>AHR 1172 – Air Conditioning Service “Air Side”</b>   | <b>1</b> | <b>0</b> | <b>3</b> | <b>2</b> |
| Continuation of air-conditioning servicing with emphasis on proper installation, operation and maintenance of fans, duct systems, air filters and other components of the “Air Side.” Other topics include maintenance, repair/replacement of fan components, and evaluation of overall cooling performance. Relationships between improper air flow and refrigerant system efficiency are examined in depth.   |          |          |          |          |
| Prerequisite: AHR 1174  |          |          |          |          |
| <b>AHR 1173 – Air Conditioning Servicing “Controls”</b>   | <b>1</b> | <b>0</b> | <b>3</b> | <b>2</b> |
| Continuation of air conditioning servicing with emphasis on electrical power requirements, internal wiring, and controls peculiar to air conditioning systems. The use of safe and proper techniques in installation, problem diagnosis and repair/replacement of electrical components is stressed. Hands on shop experience will enable each student to examine, test and repair/replace each electrical component in the system.   |          |          |          |          |
| Prerequisite: ELC 1151  |          |          |          |          |
| <b>AHR 1174 – Air Conditioning Fundamentals</b>   | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| Principles of air-cooled air conditioning systems operation including room cooling units and split and packaged air-to-air systems. Emphasis is placed on terminology, components, and the measuring and control of factor affecting air movement and cleaning, temperature and humidity control. Students will learn how to calculate the cooling comfort needs of a conditioned space; use psychrometric charts to determine equipment performance needs to produce optimum temperature and humidity control; and how manufacturers’ performance specifications are utilized to determine air distribution system requirements. |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>AHR 1211 – All Weather Systems “Electric Heat”</b>   | <b>1</b> | <b>0</b> | <b>3</b> | <b>2</b> |
| Principles of combination electric heating and cooling systems including electric furnaces. Baseboard heaters and strip heaters in ducts or cooling unit. Other topics include line voltage and low voltage heating/cooling control thermostats, problem diagnosis and repair, and total system adjustment for maximum performance.   |          |          |          |          |
| Prerequisite: AHR 1151  |          |          |          |          |

**AHR 1212 – All Weather Systems “Oil Heat”****1      0      3      2**

Principles of combination oil heating and cooling systems including both separate furnaces and integrated oil heating/cooling units. The student will learn proper installation and performance evaluation techniques, as well as problem diagnosis and repair of system components. Laboratory exercises will include fuel line, duct and flue connections and system troubleshooting procedures.

Prerequisite: AHR 1151

**AHR 1213 – All Weather Systems “Gas Heat”****1      0      3      2**

Principles of combination gas heating and cooling systems including natural or LP gas burning units, installed separately from or integrated with the cooling unit, the student will learn proper installation and performance evaluation techniques, as well as problem diagnosis and repair of system components. Laboratory exercises will include gas line sizing and installation, selection of gas flow and pressure controls, and unit connection to existing ductwork. Safe handling procedures for gaseous fuels and containers will be stressed.

Prerequisite: AHR 1151

**AHR 1214 – All Weather Systems “Heat Pumps”****2      0      3      3**

Principles of installation, service and repairing of air-to-air heat pumps. Emphasis is placed on the different refrigeration cycles, selections of the components of a complete system, proper application and installation practices, and service procedures for air-to-air heat pump systems. Students will learn how to properly size and install a complete system, perform routine service procedures, analyze performance, and to apply systematic problem diagnosis and repair procedures.

Prerequisites: AHR 1152, 1171, 1174

**AHR 1215 – North Carolina Building Code “Volume III”****3      2      0      4**

NC state code interpretation of minimum standards, provisions and requirements, methods of installation of air conditioning, heating and refrigeration equipment as required by NC state regulations and local building codes.

Prerequisite: None

**AHR 1221 – Advanced Heat Pump Systems****2      0      3      3**

An advanced course covering water source and advanced design variable-speed air-to-air heat pumps. Emphasis is given to application and service of water source systems and to the mechanical and electronic control components of variable-speed systems. Students will learn how to measure and calculate SEER; plot a balance point on a structure; apply systematic diagnostic procedures to malfunctioning electronic controls and variable-speed and other advanced heat pumps; and to install, service, diagnose malfunctions, and repair the different components of water source heat pumps.

Prerequisites: AHR 1214, ELC 1151

**AHR 1222 – Advanced Air Conditioning Systems****2      0      3      3**

An advanced course covering water-cooled air conditioning systems service problems. Emphasis is placed on the use of test equipment, selection and installation of system components, and estimating of installation requirements. Students will learn how to estimate capacity requirements of system components, employ proper refrigerant and waterpiping techniques, select accessories; test, analyze, and adjust controls; and to evaluate and solve service problems.

Prerequisites: AHR 1103, 1171, 1174

**AHR 1223 – Hydronic and Chilled Water Systems****1      0      3      2**

Principles of servicing, problem diagnosis, and repairing of hot-water and steam heating systems. Emphasis is placed on the proper use of test instruments analysis of pump system performance, and the safety principles involved in the operational and servicing hydronic heating systems. Students will learn how to test, adjust, and balance a multi-zone system; utilize pump and system curves to analyze performance; measure and calculate heat output at terminal units; service the boiler and heating unit, piping system and components, and controls; and to analyze and solve service problems.

Prerequisite: None



- AHR 1224 — Estimating and Contracting** 1 0 3 2  
 Take-off of materials, equipment and labor. Specifications, plans, contracts, bids, bonus buying and selling will be covered. Prerequisite: None
- AHR 1231 — Physics of Air** 2 2 0 3  
 Air conditioning as it is commonly defined is the process of changing one or more of the characteristics of the air to make it more comfortable in heating, cooling, humidifying, or dehumidifying. All of these things are interrelated. This program will introduce the psychrometric chart and give you some practice in solving common problems requiring its use.  
 Prerequisite: MAT 93
- AHR 1232 — Residential Air Distribution Design** 3 2 0 4  
 Principles of the design of heating and cooling systems for individual residential buildings. Students will learn how to estimate the heating and cooling requirements, select the proper capacity heating and cooling equipment, determine the air quantities required on a room-by-room basis, select room air outlets and returns, and to size duct work for the residence.  
 Prerequisite: AHR 1151,1174, BPR 1104
- AHR 1233 — Commercial Air Distribution Design** 2 2 0 3  
 Principles of the design of heating and cooling systems for commercial type buildings. Students will learn to select the proper size heating and cooling equipment to meet heating and cooling requirements. Determine the air mixture conditions entering and leaving the cooling coil, utilize a psychrometric chart to determine the conditions of mixed air flow, calculate latent and sensible heat loads of air quantities, and to determine air quantities and mixture conditions based upon the calculated heating and cooling loads of the structure.  
 Prerequisite: AHR 1151,1174 BPR 1104, MAT 93, PHY 1106
- AHR 1234 — Hydronic and Chilled Water Systems Design** 2 2 0 3  
 Principles of the design of hot water and low pressure steam heating systems. Students will learn how to select boiler and other components of a complete system including the utilization of manufacturers' equipment specifications, charts and tables, and equipment catalogues; correctly size piping; and to determine the correct temperature and quantity of hot water or steam to meet calculated load conditions.  
 Prerequisite: AHR 1223
- AHR 1235 — National Electric Code (AHR)** 3 2 0 4  
 This class prepares the HVAC students to obtain a limited restricted license to do necessary electrical work for connecting HVAC equipment to the main distribution panel. It provides a working knowledge of the national electric code, methods of calculating electrical problems, grounding and bonding problems, wiring methods and terminations, boxes, fittings, and over current protection devices, and general code requirements of installation.  
 Prerequisite: None



## ARCHITECTURAL

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ARC 100 – Sketching, Drawing and Composition</b>	1	4	0	3
This course introduces free-hand sketching and drawing and the arrangement of design elements in a balanced composition. Emphasis is placed on developing a free-hand sketching style using pencils and felt tip pens. Upon completion, students will be able to exhibit basic sketching abilities using pencils and felt tip pens.				
Prerequisite: None				
<b>ARC 101 – Architectural Drafting and Design I</b>	2	0	6	4
This course introduces the student to the basics of architectural drafting with emphasis on blueprint reading, lettering and line quality as well as techniques involved in correctly drawing various elements of a building. Students will begin laying out a set of residential working drawings.				
Prerequisite: None				
<b>ARC 102 – Architectural Drafting and Design II</b>	2	0	6	4
This course is a continuation of ARC 101 and includes further development of drawing skills. Upon completion students will finalize the set of residential working drawings.				
Prerequisite: ARC 101				
<b>ARC 103 – Architectural Drafting and Design III</b>	2	2	6	5
This course is a continuation of ARC 102 and includes further development of drawing skills. During the quarter students will further their knowledge of drafting by completing drawings depicting variations in construction of a residence.				
Prerequisite: ARC 102				
<b>ARC 110-Introduction to Architecture</b>	2	0	3	3
This course is concerned with a study of the essential elements of form and space as related to architectural design. Emphasis is placed on American vernacular architecture as well as architecture around the world. Upon completion, students will be able to recognize concepts of form and space and to develop these into architectural understanding of the built environment.				
Prerequisite: ARC 101				
<b>ARC 111 – Materials and Methods of Construction I</b>	3	0	3	4
The course is an introductory level course into the technical aspects of building materials and construction techniques. Topics include soils and basic building materials; field trips are taken to examine field construction methods and techniques. Upon completion, students will be able to discuss the basics of residential and small commercial building materials and construction techniques.				
Prerequisite: None				
<b>ARC 112 – Materials and Methods of Construction II</b>	3	0	3	4
This course is a continuation of ARC 111 and provides further development of building materials knowledge. Emphasis is placed on minor building materials, more complex construction techniques and materials and exhibit this understanding through design details.				
Prerequisite: ARC 111				
<b>ARC 120 – Codes, Specs., and Contracts</b>	2	2	0	3
This course provides the student with a basic understanding of NC Building Codes, Residential Code, Zoning Ordinances, organization of specifications, and contracts. Upon completion, students will be able to obtain information from the various codes, interpret the codes, and write an outline construction specification.				
Prerequisite: None				

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|--|----------|----------|----------|----------|
| <b>ARC 130 – Architectural Estimating</b>  | <b>2</b> | <b>4</b> | <b>0</b> | <b>4</b> |
| This course covers several methods of architectural estimating. Topics include materials, equipment, and labor take-offs and in introduction to computer estimating. Upon completion, students will be able to do a quantity take-off of a building and determine the cost based on materials, equipment, and labor.                                   |          |          |          |          |
| Prerequisite: ARC 102 or employed in specialty   |          |          |          |          |
| <b>ARC 140 – Computer Aided Drafting and Design</b>  | <b>3</b> | <b>4</b> | <b>0</b> | <b>5</b> |
| This course introduces the student to the basics of computer-aided drafting and design. Topics include DOS, systems operation, disk initialization, CAD software, and other types of construction uses. Upon completion, students will be able to discuss the basics of a computer-aided drafting/design system and produce drawings using the system. |          |          |          |          |
| Prerequisite: ARC 102 or knowledge of drafting techniques and processes  |          |          |          |          |
| <b>ARC 201 – Architectural Drafting and Design IV</b>  | <b>2</b> | <b>2</b> | <b>6</b> | <b>5</b> |
| This course is a continuation of ARC 103 and includes further development and refinement of drawings skills, emphasizing the development of computer-aided drafting skills using AUTOCAD. Projects will include small commercial buildings and residences.   |          |          |          |          |
| Prerequisites: ARC 103, 140  |          |          |          |          |
| <b>ARC 202 – Architectural Drafting and Design V</b>   | <b>2</b> | <b>2</b> | <b>6</b> | <b>5</b> |
| This course is a continuation of ARC 201 and includes further development of CAS skills including drawing construction details, isometric drawings, and public buildings.  |          |          |          |          |
| Prerequisite: ARC 201  |          |          |          |          |
| <b>ARC 203 – Architectural Drafting and Design VI</b>  | <b>2</b> | <b>4</b> | <b>6</b> | <b>6</b> |
| The course is a continuation of ARC 202 and further hones the CAD skills of students while allowing the development of design skills through the completion of several projects.   |          |          |          |          |
| Prerequisite: ARC 202  |          |          |          |          |
| <b>ARC 210 – Project Seminar</b>   | <b>1</b> | <b>6</b> | <b>0</b> | <b>4</b> |
| This course is advanced work to develop and complete a project in a specified area of architectural interest. Emphasis is placed on individual work methods within the field of construction or architecture. Upon completion, students will be able to demonstrate problem solving ability within an architectural/construction context.              |          |          |          |          |
| Prerequisites: ARC 140, 202  |          |          |          |          |
| <b>ARC 211 – Architectural Presentations I</b>   | <b>1</b> | <b>4</b> | <b>0</b> | <b>3</b> |
| This course is an introduction to basic architectural presentation methods. Topics include use of colored pencils, markers, and pen and ink, in aspects of design development drawings. Upon completion, students will be able to produce design development presentation drawings using colored pencils, markers, and pen and ink.                    |          |          |          |          |
| Prerequisite: ARC 103  |          |          |          |          |
| <b>ARC 212 – Architectural Presentations II</b>  | <b>2</b> | <b>4</b> | <b>0</b> | <b>4</b> |
| This course is a continuation of ARC 211 and includes further presentation skills development. Topics include pen and ink perspectives, pen and ink illustrations, and mixed media. Upon completion, students will be able to prepare pen and ink perspectives from working drawings and will have a basic skill level with mixed media.               |          |          |          |          |
| Prerequisite: ARC 211  |          |          |          |          |
| <b>ARC 220-Portfolio</b>   | <b>1</b> | <b>4</b> | <b>0</b> | <b>3</b> |
| The course is designed to prepare the graduating student for employment in the architectural/construction fields. Emphasis is placed on preparation of the student's portfolio and resume. Upon completion, students will be able to exhibit architectural/construction skills through visual skills of drawing and delineation.                       |          |          |          |          |
| Prerequisites: ARC 202, 212  |          |          |          |          |

**ARC 221 – Architectural Environmental Systems**

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This course introduces the student to the interrelationship of architecture, engineering and environment. Topics include heating/cooling of a building, energy calculations, water distribution, and water systems. Upon completion, students will be able to calculate heat loss/gain and produce a plumbing riser diagram and will have an understanding of various environmental systems.

Prerequisite: ARC 201



## ART (FINE ARTS)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ART 151 – Photography</b> An introduction to the equipment, materials, and basic techniques of photography for the art major. 35mm adjustable camera required. Prerequisite: None	0	6	0	3
<b>ART 161-Art Appreciation</b> An introduction to the visual arts: a survey of the major art periods from prehistorical to modern. Prerequisite: None	5	0	0	5
<b>ART 162 – Color and Design</b> An introduction to color theories and two dimensional design. Prerequisite: None	0	6	0	3
<b>ART 163 – Three Dimensional Design</b> A basic course in the fundamentals of three dimensional design. Prerequisite: None	0	6	0	3
<b>ART 171-Drawing I</b> A basic course in drawing exploring various media in drawing; still lifes, landscapes, and figures. Prerequisite: None	0	6	0	3
<b>ART 172 – Drawing II</b> An introduction to an independent approach to drawing. Prerequisite: ART 171	0	6	0	3
<b>ART 173 – Drawing III</b> A continuation of ART 172. Prerequisite: ART 172	0	6	0	3
<b>ART 175 – Metal Design/Jewelry I</b> An introduction to basic design of traditional and contemporary forms in copper, silver, and brass. Prerequisite: None	0	6	0	3
<b>ART 176 – Metal Design/Jewelry II</b> Advanced experimentation with individualized pieces of jewelry, utilitarian objects, and small sculptures. Prerequisite: ART 175	0	6	0	3
<b>ART 177 – Metal Design/Jewelry III</b> Advanced design in jewelry and metals including basic methods of casting. Prerequisite: ART 176	0	6	0	3
<b>ART 181 – Figure Drawing I</b> An introduction to drawing from the model using various media. Prerequisite: None	0	6	0	3
<b>ART 182 – Figure Drawing II</b> An exploration of individual approaches to drawing from the model. Prerequisite: ART 181	0	6	0	3
<b>ART 183 – Figure Drawing III</b> A continuation of ART 182. This course may be repeated for additional credit with the permission of the instructor. Prerequisite: ART 182	0	6	0	3



<b>ART 185 – Ceramics I</b>	0	6	0	3
A basic course in investigating handbuilt and wheel forms with an introduction to kiln firing. Prerequisite: None				
<b>ART 186 – Ceramics II</b>	0	6	0	3
A continuation of wheel thrown forms emphasizing various glazing and decorating techniques. Prerequisite: ART 185				
<b>ART 187 – Ceramics III</b>	0	6	0	3
An independent approach to wheel forms and sculptured firings. Prerequisite: ART 186				
<b>ART 251 – Printmaking Survey I</b>	0	6	0	3
An introductory course in Relief, Intaglio, Planographic and Serigraphy. Prerequisite: None				
<b>ART 252 – Printmaking Survey II</b>	0	6	0	3
An advanced printmaking course with choice of medium. Prerequisite: None				
<b>ART 255 – Sculpture Survey I</b>	0	6	0	3
An introduction to sculptural materials, tools, and major techniques. Prerequisite: None				
<b>ART 256 – Sculpture Survey II</b>	0	6	0	3
A concentrated exploration in one or more sculptural forms. Prerequisite: ART 255				
<b>ART 257 – Sculpture Survey III</b>	0	6	0	3
A continuation of ART 256. Prerequisite: ART 256				
<b>ART 261 – Painting Survey I</b>	0	6	0	3
A survey of major painting techniques using various media. Prerequisites: None				
<b>ART 262 – Painting Survey II</b>	0	6	0	3
A course emphasizing individual expression with choice of media. Prerequisite: ART 261				
<b>ART 263 – Painting Survey III</b>	0	6	0	3
A continuation of ART 262. Prerequisite: ART 262				
<b>ART 281 – Art History Survey I</b>	5	0	0	5
A survey in the history of art from prehistoric times to the Renaissance. Prerequisite: None				
<b>ART 282 – Art History Survey II</b>	5	0	0	5
A survey in the history of art from Renaissance to modern times. Prerequisite: None				

AUTOMOTIVE

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>AUT 103 – Preventative Maintenance and Safety Inspection</b>	2	0	3	3
Introduction to the automobile, the automotive industry and the automotive service/repair facility. Shop safety and proper equipment use will be covered. Basic hand tools and special servicing tool use in the lab. Pre-delivery inspection, scheduled maintenance and servicing on late model cars will provide the student good safe working habits and hand tool skills. NC state inspection requirements for safety and emission controls will be taught. Prerequisite: None				
<b>AUT 104 – Internal Combustion Engine Fundamentals</b>	2	0	6	4
Introduction to the internal combustion engine. Theory of operation, design and construction of various engine designs and types will be covered, engine testing, disassembly, measuring and repair procedures will be taught on a live project engine assigned to the student in the lab. Cylinder head and related valve repair will be highlighted in this course. Prerequisite: None				
<b>AUT 105 – Advanced Internal Combustion Engines</b>	2	0	6	4
A further study in engine theory, design, and construction. Troubleshooting procedures for mechanical engine problems will be covered. Engine block service, crankshaft, and piston assembly will be highlighted. Lab will include assigned engine projects and various on car repairs. Engine removal and replacement, measuring, testing, and overhaul procedures. Prerequisite: AUT 104				
<b>AUT 106 – Engine Electrical and Fuel System Fundamentals</b>	2	0	6	4
An introduction into electrical theory and operation with respect to the internal combustion engine. Ignition system designs and operation will be covered in class. Lab will include testing and servicing ignition systems. Fuel delivery systems, designs, and operations will be covered in class. Lab will include fuel system servicing, cleaning, and fuel system test procedures. Prerequisite: None				
<b>AUT 107 – Advanced Fuel and Electrical Systems</b>	2	0	6	4
A further study into the automotive engines fuel and electrical systems. Starting and charging system operation will be introduced. Starting and charging system, troubleshooting and repair procedures will be covered. Lab will include automotive electrical system test equipment use. Overhaul procedures on starters, alternators, and distributors. Fuel system troubleshooting and carburetor overhaul procedures. Prerequisite: AUT 106				
<b>AUT 110 – Automotive Electronic Fundamentals</b>	2	0	6	4
An introduction into basic electronics. Its evolution and application in the automotive industry. Automotive electronic test equipment will be taught. Electronic ignition, charging, and fuel systems will be covered in depth. On board computer system operations will be introduced. Lab will include testing and component repair on electronic devices. Emphasis will be placed on the proper use and interpretation of electronic test equipment. Prerequisite: None				
<b>AUT 120 – Computer Controlled Fuel Systems</b>	3	0	9	6
This course is a concentrated study in computer controlled fuel systems. Electronic feedback carburetors, throttle body injection, ported and digital fuel injection systems will be covered. Lab will include diagnostic procedures, use of scanner, and monitor tools. Troubleshooting and repair will be emphasized. Prerequisite: AUT 110				

<b>AUT 121 – Automotive Braking Systems</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
A study in the design, construction, and operation of automotive hydraulic braking systems. Drum, disc, and anti-skid braking systems will be covered. Power assisted brakes and asbestos brake dust precautions will be highlighted. Lab will focus on asbestos brake dust removal and disposal, system servicing and repair. Students will learn how to turn disc brake rotors and brake drums on a brake lathe. They will also be able to perform brake jobs and repair hydraulic circuits.				
Prerequisite: None				
<b>AUT 122 – Auto Power Train Systems</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
A study in the evolution, design, and operation of the automotive power trains, front wheel, rear wheel, and four wheel drive units will be covered. Emphasis will be placed on manual clutches. Standard transmission and front wheel drive. Lab will include clutch, transmission, and differential replacement. Power train servicing procedures. Overhaul procedures on various domestic and foreign lab transmissions.				
Prerequisite: None				
<b>AUT 125 – Automatic Transmissions</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>6</b>
Theory and operation of the automatic transmission, hydraulic principals, control devices, and testing procedures will be covered along with troubleshooting procedures. Lab will include servicing, and testing automatic transmission while on the car. Overhaul and component replacement will be done on various domestic and foreign lab transmissions.				
Prerequisite: None				
<b>AUT 203 – Automotive Tune-up</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
This course is designed to teach the student how to analyze test data from various engine test equipment, decide a course of action, then perform the necessary repairs. Oscilloscope wave form patterns will be highlighted. Lab will include instruction on analog and digital engine analyzers, mechanical testing, and proper tune-up procedures. Students will also do testing and tune-ups to a variety of late model automobiles.				
Prerequisite: None				
<b>AUT 204 – Engine Performance and Driveability</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>6</b>
This course is designed to take all the knowledge and skills obtained in previous fuel, electrical, electronics, computer emission and tune-up courses and develop a technicians ability to pin point and correct driveability and performance problems. Proper road test procedures will be covered along with further test data interpretation. Lab will include testing and diagnostic procedures for specific problems. Lab will also include diagnosis and repair of running problems on a variety of late model cars.				
Prerequisites: AUT 106, 107, 110, 120, 203, 228				
<b>AUT 210 – Advanced Automotive Electronic Systems</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>6</b>
This course is an advanced study of automotive electronics. On Board Computer Systems, digital dashboards, cruise control, electronic accessories, sound systems, theft systems, and keyless entry systems will be covered in class. Lab will continue with computer diagnostics, electronic testing, diagnosing, and unit repair.				
Prerequisites: AUT 110, 120				
<b>AUT 222 – Automotive Chassis and Suspension</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
A study in the designs of various types of automotive chassis and suspension systems. Unibody designs, A-frame, and McPherson strut type suspensions will be taught. Steering systems and front wheel drive suspensions will be highlighted. Basics of front end alignment will also be introduced. Lab will provide hands-on training on proper disassembly and servicing of various types of suspensions and steering components. Use of the front end alignment machine will also be covered.				
Prerequisite: None				



**AUT 225 – Automotive Service Department Operations      3      0      9      6**

This course is designed to introduce the student to repair facility operations. Shop set up and job responsibilities for all service personnel will be discussed. Customer relations, invoicing, flat rate, and work flow will be covered. A review of general automotive testing and repair will be highlighted. Lab will be a simulation of an actual repair facility. Students will be divided into work teams. Each team will participate in the management role as well as in the technicians role. Management portion will include shop loading and dispatching, customer service, invoicing, quality control, and general operations. Technicians role will be performing, servicing, troubleshooting, and various on car repairs. Flat rate and efficiency will be tracked on each team. Hand tool skills will also be refined.

Prerequisite: None

**AUT 227 – Advanced Suspension and Alignment      3      0      9      6**

A further study in automotive chassis systems with emphasis placed on front end alignment. Theory behind two wheel, four wheel, and thrust alignment will be taught. Emphasis will be placed on alignment problems with four wheel drive and four wheel steering. Lab will focus on suspension repairs, use of optical alignment machines and four wheel computer alignment.

Prerequisite: AUT 222

**AUT 228 – Automotive Emission Systems      2      0      6      4**

This course studies the causes and effects of automotive air pollution and the state and federal laws regarding it. The evolution of automotive emission systems, the design and function of various electronic and mechanical emission systems and their application. Lab will include exhaust gas analysis, testing procedures, servicing and troubleshooting various late model emission control systems.

Prerequisite: None

**AUT 1109 – Introduction to Auto Body Repair      2      0      6      4**

Basic principles of automobile construction, design, and manufacturing. A thorough study of the requirements of a metal worker including the use of essential tools, formation of sheet metal into angles and crowns and straightening simple damage. The student applies the basic principles of straightening, shrinking, filling, aligning, and painting of damaged parts.

Prerequisite: None

**AUT 1110 – Auto Body Repair I      1      0      3      2**

Covers same topics as AUT 1109 only in greater depth.

Prerequisite: None

Corequisite: AUT 1109

**AUT 1112 – Auto Body Repair II      5      0      18      11**

Development of skills to shrink stretched metal filling and preparation of the metal for painting. Straightening of doors, hoods and deck lids; fitting and aligning of panels. Removal and replacement of outer panels, checking and straightening of damaged frames. Writing of estimates, pricing and ordering of parts and developing the final settlement with customer. Practice of spot repairs and complete repainting of vehicle. Prerequisites: AUT 1109, 1110, ENG 1102, MAT 1101, WLD 1101

**AUT 1114 – Body Shop Applications      3      0      15      8**

General introduction and instruction in the automotive chassis and suspension systems, the methods of operation and control and the safety of the vehicle. Unit job application covers straightening of frames and front end alignment. The student applies all phases of training such as writing estimates, parts ordering, repairs, and refinishing of projects.

Prerequisites: AUT 1115, 1116, 1117, 1118, BUS 1103

**AUT 1115 – Trim, Glass and Upholstery      1      0      6      3**

Familiarization of various methods of attaching and removing trim, glass, and hardware. Instruction in proper installation and adjustment of door glasses, aligning and sealing windshields and rear glasses, stressing safety precautions. Instruction in materials and methods used for cleaning interior trim and upholstery.

Prerequisite: None



- AUT 1116 – Auto Body Finishing and Painting I**

Realistic auto body repair instruction will be given by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching, and paint problems.  
Prerequisite: None
- AUT 1117 – Auto Body Finishing and Painting II**

This course covers the same topics as AUT 1116 only in greater depth.  
Prerequisite: None  
Corequisite: AUT 1116
- AUT 1118 – Auto Body Finishing and Painting III**

Realistic auto body repair instruction will be given by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching and paint problems.  
Prerequisite: None  
Corequisite: AUT 1116
- AUT 1123 – Auto Body Appraisal and Estimating**

Provide a general knowledge of auto body estimating of damage, repair and replacement of parts and painting of repaired or replaced parts. Use of estimating forms, cost of labor, parts, and painting. Types of estimates required by insurance companies.  
Prerequisites: AUT 1109, 1110, 1112, 1114, 1115, 1116, 1117, 1118



## BIOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>BIO 161 – General Biology I</b>	3	2	0	4
An introduction to the principles and concepts of Biology; a study of the chemical and cellular basis of life, cell division and classical genetics.				
Prerequisite: None				
<b>BIO 162 – General Biology II</b>	3	2	0	4
A continuation of BIO 161. The topics will include classical and molecular genetics, their relationship to evolution, a phylogenetic survey of the animal kingdom, and animal physiology.				
Prerequisite: BIO 161				
<b>BIO 163 – General Biology III</b>	3	2	0	4
A continuation of the biology series with an emphasis on the non-vascular and vascular plants. Other topics include the Protista, the Fungi, plant physiology, behavior and ecology.				
Prerequisite: BIO 161				
<b>BIO 171 – Human Anatomy and Physiology I</b>	3	3	0	4
The study of the structure and function of the cell and the arrangement of cells into tissue. Also, an in-depth study of the skeletal, muscular, and nervous system.				
Prerequisite: None				
<b>BIO 172 – Human Anatomy and Physiology II</b>	3	3	0	4
A continuation of BIO 171 with emphasis on human systems such as circulatory, urinary, lymphatics, respiratory, digestive, endocrine, and reproductive. The interdependence of the various systems to the total body functioning will also be considered.				
Prerequisite: BIO 171				
<b>BIO 173 – Introduction to Microbiology</b>	3	3	0	4
Study of the fundamental principles of micro-organisms, including identification, classification, morphology, culture methods and media, modes of transmission, sterilization, population growth, antibiotics and immunology.				
Prerequisite: None (It is suggested that the student have taken BIO 161 or BIO 171)				
<b>BIO 256 – Biology of the Sea</b>	3	3	0	4
An introduction to various marine habitats and the organisms found in these areas. Labs will be field oriented, exploring local salt marshes, tidal flats, and beaches.				
Prerequisites: BIO 161, 162, 163 or permission of instructor				
<b>BIO 268 – Ornithology</b>	3	3	0	4
The systematics, distribution, physiology, behavior, and ecology of birds. Prerequisites: BIO 161, 162, 163 or permission of instructor				
<b>BIO 272 – Comparative Anatomy</b>	3	3	0	4
Comparative morphology and phylogenetic interrelationships of vertebrate animals, representative organisms dissected in laboratory.				
Prerequisites: BIO 161, 162, 163 or BIO 171, 172 or permission of instructor.				
<b>BIO 1101 – Microbiology, Gross Anatomy and Physiology</b>	3	2	0	4
Study of micro-organisms, including the classification, morphology, culture methods and media, identifying the role of the pathogenic species in disease, modes of transmission, and methods of control. Laboratory experiences provide opportunity for microscopic study of slides, for preparing slides and cultures, and for identifying colonies of selected pathogenic organisms. A study of the organizational plan of the human body and of the nine body systems. Emphasis is placed upon the role of the systems in the various processes essential to total body functioning and reproduction.				
Prerequisite: None				





BLUEPRINT READING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>BPR 1104 – Blueprint Reading</b> Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None	0	0	3	1
<b>BPR 1105 – Blueprint Reading for Construction Trades</b> Principles of interpreting blueprints and specifications common to the construction trades will be covered. Actual construction blueprints will be used to develop proficiency in the reading and interpreting of site, elevation, sectional, detail, mechanical and plumbing drawings. Prerequisite: None	3	0	0	3
<b>BPR 1106 – Electrical Blueprints and Schematics</b> The interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for residential, commercial, and industrial buildings is presented. Sketching schematics and diagrams, electrical symbols and notes according to the applicable codes will be a part of this course. Prerequisite: None	3	0	0	3
<b>BPR 1117 – Blueprint Reading: Welding</b> A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: None	0	0	3	1





# BUSINESS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>BUS 110 – Business Computations-Lotus 1-2-3</b>	3	2	0	4
Use Lotus to solve business computations on a computer such as grand total, markup, installment buying, rate of increase or decrease, interest and discount, proration, invoicing, payroll, price marking, and commissions. Students will be able to create worksheets; save, retrieve, and replace files; edit cell entries; and solve business computations with appropriate spreadsheet formulas.				
Prerequisites: BUS 113, OSC 151 or equivalent				
<b>BUS 113 – Business Mathematics</b>	5	0	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, installment buying, commission, taxes, and pertinent uses of mathematics in the field of business.				
Prerequisite: None				
<b>BUS 114 – Public Personnel Administration</b>	3	0	0	3
An introduction to public personnel functions from recruitment through career development. Study includes coverage of the Civil Service System, government employee unions, employer-employee relations, and the merit system. Upon completion, students will be able to exercise critical judgment in matters of public personnel administration.				
Prerequisite: BUS 162				
<b>BUS 115 – Business Law I</b>	5	0	0	5
A course designed to acquaint the student with certain fundamentals and principles of business law, including the nature and source of our legal system, contracts, sales, commercial paper.				
Prerequisite: None				
<b>BUS 116 – Business Law II</b>	5	0	0	5
Includes the study of laws pertaining to bailments, agency, partnerships, corporations, risk-bearing devices, real property and bankruptcy.				
Prerequisite: BUS 115				
<b>BUS 123 – Business Finance</b>	5	0	0	5
A study of the sources and types of short-term and long-term financing available to sole proprietorships, partnerships, and corporations. Emphasis is placed on the business use of financial statements and ration analysis, working capital management, profit planning and leverage, and capital budgeting techniques.				
Prerequisite: None				
Corequisite: ACC 174 or permission of instructor				
<b>BUS 125 – Public Finance and Budgeting</b>	5	0	0	5
This course introduces the student to the governmental budgetary process and politics used to allocate and distribute resources. Major topics include government expenditures, taxation, revenue policies, and budgetary theories. Upon completion, the student will be able to recognize the impact of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.				
Prerequisite: None				
<b>BUS 132 – Ethics in Government</b>	3	0	0	3
This course introduces the student to the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills; stimulating moral imagination and awareness; and recognizing the risk and responsibilities associated with the discretionary power of the public administrator's role. Upon completion, students will be able to understand the moral dimensions of public administration decision-making.				
Prerequisite: BUS 162				

- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>BUS 133 – Government Contracting</b>   | <b>3</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| The study of the nature, process, and legal ramifications of contracting with, and for, the federal government. Emphasis is placed on developing and writing bid specifications for contracts and on negotiating and working with contractors. Upon completion, students will be able to read, write, and interpret government contracts.   |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 141 – Business and Society</b>   | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| This course examines the responsibility of business to the environment in which it operates. Included are self-regulation; US governmental regulation; evaluation of social performance; the responsibility of business to the general public; customers, the company's personnel, investors, and the financial community. Also included are the concepts of business ethics and the making of ethical decisions by management. |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 142 – Employment Law</b>   | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| This course examines the legal principles and legislation which control employment decisions. Topics covered include fair employment practices, anti-discrimination law, representation elections, unfair labor practices and dispute settlement processes.   |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 143 – Supervision and Leadership</b>   | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| A managerial perspective of the influence of leadership, motivation, group dynamics, structure, communication, conflict and change on effective utilization and development of human resources with emphasis on the role of a leader as a change agent.   |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 145 – Small Business Management</b>  | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| Consideration of opportunities and obstacles of starting and operating a small business. Includes opportunities and assistance provided by franchises, federal, state, and local agencies.  |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 146 – Principles of Insurance</b>  | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| A study of the different types of nonspeculative risks faced by individuals and businesses and the possible alternative methods of treating such risks. An examination of the specific application of these methods with regard to life, health, property, casualty and liability insurance contracts.  |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 147 – Investment Analysis</b>  | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| Major topics are security analysis and portfolio management. The viewpoint is that of the individual investor concerned with the evaluation of securities.  |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 161 – Introduction to Business</b>   | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| A survey of the types of business organizations with emphasis on financing, marketing, business law, and internal control and management.   |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 162 – Introduction to Public Administration</b>  | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
| This course includes the study of the function of the public administrator in government, an overview of the federal government administration, and the role of administrative agencies in the formulation and implementation of public policy. Upon completion, students will be able to explain the function of government and the role it plays in society.  |          |          |          |          |
| Prerequisite: None  |          |          |          |          |
| <b>BUS 219 – Credit Procedures</b>  | <b>3</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| A survey of consumer and commercial credit principles and practices with emphasis on the management and analysis of credit, the procedures involved in the extension of credit, the techniques used in the collection process, and the legal aspects of the debtor-creditor relationship.   |          |          |          |          |
| Prerequisite: None  |          |          |          |          |

**BUS 234 – Public Policy Analysis** 3 0 0 3

This course is the study of the methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concepts of ecology, formal and informal group dynamics, information networks, and the relationship between the public and private sectors. Upon completion, the student will be able to apply public policy analysis methodology in evaluating case studies.

Prerequisite: BUS 162

**BUS 235 – Business Management and Policy** 5 0 0 5

A study of the principles of business management, including the major functions of planning, organizing, staffing, directing and controlling. Students apply the decision making process in analyzing and resolving management problems. Case studies and computer simulations are used.

Prerequisite: Sophomore standing or permission of instructor.

**BUS 236 – Organizational Dynamics** 5 0 0 5

This course examines the major concepts necessary to understand organizational behavior. Topics include motivation, leadership, group dynamics, communication, socio-technical systems, work design, and organizational learning.

Prerequisite: None

**BUS 237 – Human Resources Management** 5 0 0 5

Examines the major issues in private sector personnel management. Topics include staffing, position classification, compensation, affirmative action, performance review and appraisal, training, career development, employee assistance, unionization, and employee rights.

Prerequisite: None

**BUS 238 – Problems in Public Administration** 3 0 0 3

This course analyzes current problems related to the administration of public organizations. Major topics include organizational theory, human resources, management, accountability, control by legislative bodies and the courts, and relationships with the news media. Upon completion, the student will be able to explain the administration of governmental policy by describing, critically analyzing, and interrelating administrative theories and practices.

Prerequisite: BUS 162

**BUS 242 – Public Organization and Management** 5 0 0 5

This course stresses public management functions and the identification of the techniques of management. Emphasis is placed on how the operational environment of public programs impacts on management decisions, and includes the study of recent management theories as compared with the traditional approaches. Total quality management (TQM) is introduced. Upon completion, the student will be able to understand the importance of sound management in the attainment of public program objectives.

Prerequisite: None

**BUS 244 – Internship in Public Administration** 0 10 0 1

This course provides students an opportunity to work in a public administration setting, ten (10) hours per week, under close supervision. Emphasis is placed on evaluative and analytical skills acquired during academic training, and on the acquisition of additional skills and knowledge from on-the-job experience. Upon completion, the student will be able to apply for entry into middle-management positions in governmental and nonprofit organizations.

Prerequisite: Permission of department head

**BUS 1103 – Small Business Operations** 3 0 0 3

An introduction to the business law, business forms and records, financial problems, ordering and inventorying, layouts of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None



## COMPUTER APPLICATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>CAS 101 – Database Processing for Micros</b>	3	2	0	4
An introduction to using database management applications on personal computers. Creation, inquiry, updating and reporting are learned through business applications.				
Prerequisite: None				
<b>CAS 102 – Advanced Database Processing</b>	3	2	0	4
A continuation of CAS 101. Emphasis will be on systems design and program development using the database programming language. Report generators, compilers and other database products will be introduced.				
Prerequisite: CAS 101				
<b>CAS 103 – Introduction to Microcomputers</b>	2	2	0	3
An introduction to microcomputers and the practical use of computer software. The student will use an integrated software package to learn the fundamentals of word processing, spreadsheets, and databases. Basic DOS commands will be covered.				
Prerequisite: None				
<b>CAS 110 – Microcomputer Graphics</b>	4	2	0	5
An introductory course designed to acquaint students with microcomputer graphics capabilities. Students will use microcomputer graphics software to produce visual displays of processed data. Students will learn to evaluate, select, and install microcomputer graphics software.				
Prerequisites: BUS 113, CAS 103				
<b>CAS 153 – Microcomputer Literacy</b>	3	2	0	4
This course is designed to familiarize the student with the capability of the computer primarily through the use of popular commercial software. Major topics include a brief overview of the development of the microcomputer and its primary uses. The student will be introduced to the basics of word processing, spreadsheets, database management, graphics, DOS, and the Windows operating environment.				
Prerequisite: None				
<b>CAS 201 – Spreadsheet Applications</b>	3	2	0	4
A course designed to teach users how to use an integrated spreadsheet program. Learning will be facilitated through the solving of practical business problems.				
Prerequisite: None				
<b>CAS 202 – Advanced Spreadsheet Applications</b>	3	2	0	4
A continuation of CAS 201. Emphasis will be on advanced spreadsheet commands, database functions, file combination and manipulations, and macro programming.				
Prerequisite: CAS 201				
<b>CAS 210 – Hardware Installation and Troubleshooting</b>	2	4	0	4
A course designed to introduce the student to microcomputer hardware components. Emphasis will be on diagnostic testing procedures, installation of memory and peripherals, general maintenance and troubleshooting.				
Prerequisite: CSC 116				
<b>CAS 215 – Introduction to Desktop Publishing</b>	3	2	0	4
This course is designed to give the student an introduction to desktop publishing functions using PageMaker 4.0 software. Projects will include transparencies, on-screen slide-shows, charts, graphs, bulleted lists, signs, and flyers. Drawing and editing exercises will be provided to reinforce instruction.				
Prerequisite: OSC 218				



- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>CAS 216E-Microcomputer Applications-ENABLE</b> | <b>4</b> | <b>2</b> | <b>0</b> | <b>5</b> |
|---|----------|----------|----------|----------|
- An introduction to the use of microcomputers and the business-oriented microcomputer software program ENABLE. Topics include: Hardware, components, operating system, commands, word processing, electronic spreadsheets, database management, and graphics packages, historical background, and support systems. (This course is not for Business Computer Programming majors).
- Prerequisite: None
- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>CAS 217 – Microcomputer Training and Support</b> | <b>3</b> | <b>2</b> | <b>0</b> | <b>4</b> |
|---|----------|----------|----------|----------|
- A course designed to introduce students to training and support techniques. Writing and using documentation; selecting, learning, and teaching software packages; vendor resources; and adult education theory will be covered.
- Prerequisite: CAS 102
- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>CAS 221 – Microcomputer Networking</b> | <b>2</b> | <b>4</b> | <b>0</b> | <b>4</b> |
|---|----------|----------|----------|----------|
- The student will learn the fundamental principles of creating, operating, and maintaining a local area network. The student will learn the functions performed by the network manager. The student will be introduced to several major local area network software systems.
- Prerequisite: CAS 210
- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>CAS 228 – Software Development Tools</b> | <b>3</b> | <b>4</b> | <b>0</b> | <b>5</b> |
|---|----------|----------|----------|----------|
- The student will be able to use spreadsheet software to create tables, graphs, macros, and answer what-if analysis; database management software to create business applications, reports and indices; word processing software to prepare documentation, reports, and business correspondence and will use system commands associated with microcomputer systems.
- Prerequisite: CSC 161
- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>CAS 230 – Data Transfer Methods</b> | <b>3</b> | <b>2</b> | <b>0</b> | <b>4</b> |
|--|----------|----------|----------|----------|
- This course presents a variety of methods for sharing data between processors and applications. The students will learn methods for transferring data between two microcomputers and a microcomputer and a mini computer. RS 232 data communication, communications software, and application programs will be covered.
- Prerequisite: CAS 101, 201
- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>CAS 236 – Office Automation Project</b> | <b>3</b> | <b>4</b> | <b>0</b> | <b>5</b> |
|--|----------|----------|----------|----------|
- A course designed to apply the students' knowledge of microcomputer systems. The student will evaluate the needs of a fictional business and make decisions for the optimum solution to the problem.
- Prerequisites: CAS 101,102,110,201,202,210,217,221

## CHEMISTRY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>CHM 91 – Preparatory Chemistry</b>	4	0	0	4
A basic course in chemistry designed for students with little or no background in science. The course begins on a fundamental level with SI units, symbols, formulas and equations. Mathematical topics included are basic mathematics, scientific notation, basic algebra and problem solving. Atomic structure, chemical bonding, physical states, quantitative relationships, and solutions are discussed. Optional topics may include: nuclear chemistry and basic concepts of organic chemistry. Prerequisite: None				
<b>CHM 100 – General Chemistry</b>	3	3	0	4
A survey course of general chemical principles designed for students of criminal justice and fire protection technology. Topics include atomic and molecular structure, chemical bonding, changes of state, chemical reactions, and solution behavior. The course culminated in a discussion of analytical chemistry used in forensic science. Prerequisite: None				
<b>CHM 122 – Chemistry for Health Professions</b>	3	2	0	4
An introductory course in organic chemistry and biochemistry designed for students in the allied health areas such as nursing. Topics include a systematic examination of the nomenclature and structural formulas for selected organic compounds with medical and biological applications. The course culminates with selected areas of biochemistry and the relationship to various body functions, nutrition, and various medications. Prerequisite: CHM 150 or CHM 161				
<b>CHM 131 – General and Organic Chemistry</b>	4	2	0	5
An introductory course of general and organic chemistry for dental hygiene students. A brief review of atomic structure, nuclear chemistry, solutions, and chemical equilibrium. Topics in organic chemistry include aliphatic and aromatic hydrocarbons; alcohols, aldehydes, ketones, carboxylic acids, esters, amines and amides. Prerequisite: CHM 150 or CHM 161 or satisfactory score on self-placement test				
<b>CHM 132 – Biochemistry and Nutrition</b>	4	0	0	4
A continuation of CHM 131 with emphasis on carbohydrates, lipids, proteins, enzymes, bioenergetics, metabolism of foods, biosynthetic pathways, nucleic acids and body fluids. The basic principles of nutrition and dietetics and how they apply to personal and community health. Additional topics may include: Analysis of diets, vitamin requirements, etc. to meet the needs of individuals in various life stages with emphasis on the responsibility of the dental hygienist in this role. Prerequisite: CHM 131 or permission of instructor				
<b>CHM 150 – Introductory Chemistry</b>	3	2	0	4
A survey course of general inorganic chemical principles for students with deficiencies in chemistry and for students in selected technical programs. Topics include SI units, elements, compounds, atomic structure, chemical bonding, chemical reactions, kinetic-molecular theory, solutions, electrochemistry, and a brief outline of organic chemistry. The laboratory experiments include basic lab techniques and quantitative determinations of relationships of matter. Prerequisite: None				
<b>CHM 161 – General Chemistry I</b>	3	3	0	4
Introduction to the fundamental principles of chemistry. Topics include SI units, elements, compounds, formulas, inorganic nomenclature, equations, stoichiometry, and nuclear chemistry. The discovery of the fundamental atomic particles and the quantum mechanical picture of the atom are emphasized. Laboratory includes basic techniques, separation of mixtures, and gravimetric analysis. Prerequisite: MAT 92 or equivalent, or high school chemistry, or permission of instructor				

**CHM 162 – General Chemistry II**

3      3      0      4

A continuation of CHM 161. Emphasis is centered on molecular structure and covalent bond theories. Topics include chemical periodicity, physical states, solutions, and volumetric analysis.

Prerequisite: CHM 161

**CHM 163 – General Chemistry III**

3      3      0      4

A continuation of CHM 162 with emphasis on chemical and ionic equilibria, chemical thermodynamics and kinetics, and electrochemistry. Laboratory work includes procedures and techniques of inorganic qualitative analysis.

Prerequisite: CHM 162





## CRIMINAL JUSTICE

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>CJC 101 – Introduction to the Administration of Justice</b>	5	0	0	5
A study of the overall system of administering justice from its early historical development to its evolution within the US; identification of various sub-systems and components - law enforcement courts, corrections, and private agencies; their role and expectations and inter-relationships; basic premises of crime, civil liability, punishment, compensation, and correction; education and training elements and ethical standards for professionalism within the system.				
Prerequisite: None				
<b>CJC 102 – Introduction to Criminology</b>	5	0	0	5
Primary emphasis will be placed on theories and factors attributing to criminal behavior and the effects of that behavior on society. An overview of the different crimes will be presented to promote understanding of the causes and effects of crime. An overview of past and contemporary penal and correctional measures will also be given.				
Prerequisite: None				
<b>CJC 104 – Introduction to Security</b>	3	0	0	3
A study of the nature and scope of private security forces in protecting industry, retail business and educational institutions. The basic principles of physical security, internal theft protection, defensive system design, and safety will be discussed. An examination will be made of the relationships between private security agencies and public law enforcement organizations. Career opportunities will be discussed.				
Prerequisite: None				
<b>CJC 113 – Identification Techniques</b>	3	0	0	3
An overview of various identification techniques will be presented. The fundamentals of the process of fingerprinting from rolling, discovery of latents, classifying, comparison and court room presentation will be discussed to understand the most frequently used identification procedure in use.				
Prerequisite: None				
<b>CJC 115 – Criminal Law I</b>	3	0	0	3
An examination of the historical development, philosophy, nature, societal purpose, and principles of substantive criminal law. A basic concept of law as a social force and an appreciation of the parameters of criminal justice response, with emphasis on criminal capacity; inchoate crimes; justification and defenses.				
Prerequisite: None				
<b>CJC 116 – Criminal Law II</b>	3	0	0	3
A continuation of Criminal Law I focusing on classification of crime, substantive crime; elements of crime; and punitive sanctions.				
Prerequisite: CJC 115				
<b>CJC 120 – Interviews and Interrogations</b>	3	2	0	4
This course presents a concentrated familiarization with basic and special techniques employed in criminal justice interviews and interrogations. Various sources of information available to criminal justice agencies are given. Proficiency is developed by the student in interview techniques through lab practice.				
Prerequisite: None				
<b>CJC 130 – Police Operations</b>	5	0	0	5
An overview of the theories, principles, and techniques of patrol operation. Consideration to the stress placed upon the patrol operative and his family. Study of the principles of intervening in domestic and public quarrels, effectively dealing with emotionally unbalanced and hostile persons, hostage situations, the recognition of hazards and potential danger to the operative and the public.				
Prerequisite: None				



**CJC 140 – Criminal Justice Supervision**

3      2      0      4

Introduces the basic responsibilities and duties of the supervisor in a criminal justice agency. The relationship with subordinates and superiors are analyzed. Emphasis is placed on securing an effective work force and accomplishing organizational goals. Methods of supervision are analyzed. Students perform progress, disciplinary, and exit interviews. Deployment and staffing assignments will be conducted.

Prerequisite: None

**CJC 145 – Basic Law Enforcement Training (BLET)**

16      0      30      26

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.

**CJC 200 – Juvenile Delinquency**

3      0      0      3

An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles, juvenile case dispositions, juvenile status, and court in delinquency control will be studied.

Prerequisite: None

**CJC 202 – Criminal Justice and the Community**

3      0      0      3

The study of the problems the criminal justice system has in its relationship with the community they serve. The course will survey existing programs and explore methods of developing successful criminal justice-community relationships.

Prerequisite: None

**CJC 210 – Fundamentals of Investigation I**

3      2      0      4

This course introduces the student to the fundamentals of investigation; gathering, compiling, and the assembling of data for use by the prosecutor and attorneys in criminal and civil cases; investigative planning, techniques, and methodology, developing leads, locating witnesses, including expert witnesses, and evaluating evidence and determining its sufficiency and admissibility; crime scene search and sketching, investigative report writing; and the investigation of specific criminal offenses and civil wrongs such as assaults, sexual assaults, larceny, fraud, robbery, burglary, homicide, wrongful death, motor vehicle, and products liability.

Prerequisite: None

**CJC 211 – Fundamentals of Investigation II**

3      2      0      4

Reconstruction of chronological sequence of events as to who, how, if and when a crime was committed. Evaluation, comparison, and processing of evidence. Obtaining testimonial evidence and its interaction with real evidence. Other areas of study will include Forensic Photography, Traffic Investigation, questioned documents, casts and molds, firearms, polygraphs, and suspicious death. Additionally quasi accepted investigative techniques will be discussed.

Prerequisite: CJC 210

**CJC 220 – Criminal Justice Organization and Administration**

3      0      0      3

A study of the principles of administration and management and their application in the criminal justice agencies. Emphasis is placed on budgeting and fiscal control, recruitment, staff development, public relations and critical aspects of the decision-making process. Prerequisite: None

**CJC 225 – Criminal Procedure**

3      0      0      3

This course is designed to provide the students with the review of the procedures involved from the criminal incident to final disposition, including appeals to higher courts. The police, courts, and corrections functions in the criminal justice system are included.

Prerequisite: None

- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>CJC 230 – Introduction to Corrections</b> | <b>5</b> | <b>0</b> | <b>0</b> | <b>5</b> |
|--|----------|----------|----------|----------|
- This course includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional goals in the criminal justice system.  
Prerequisite: None
- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>CJC 240 – Officer Survival and Apprehension Tactics</b> | <b>3</b> | <b>2</b> | <b>0</b> | <b>4</b> |
|--|----------|----------|----------|----------|
- This course is designed to review officer survival during and after approaches and apprehensions conducted with the public. Topics include the profile of the offender, armed and unarmed weaponry of officer and offender, apprehension techniques, use of deadly force, building searches, field interrogation, stress as the enemy of the officer, and stress reduction and counseling. Instruction will be given in the use of the baton, handcuffs, and in defensive tactics used in the handling of arrested persons.  
Prerequisite: CJC 101,130 or law enforcement background
- |  |          |           |          |          |
|--|----------|-----------|----------|----------|
| <b>CJC 245 – Criminal Justice Internship</b> | <b>0</b> | <b>10</b> | <b>0</b> | <b>1</b> |
|--|----------|-----------|----------|----------|
- This program is designed to provide hands-on experience to augment the philosophical and theoretical aspects of instruction received in the classroom. The broadening experience gained through interning will facilitate the entry of the student into criminal justice work. The student is provided opportunity to test and evaluate subjective and objective ideas in a practical setting. Enhanced employment opportunity is extended the student through the interning medium.  
Prerequisite: Permission of instructor and completion of 45 quarter hours in the Criminal Justice program including CJC 101 and CJC 115.

## COOPERATIVE EDUCATION

Through Cooperative Education the student works in a position related to his/her vocational/technical program of study for an employer approved by the college department head. The student is monitored periodically by a faculty member. Credit hours for the internship are determined by dividing the average number of hours worked per week by ten (10) and rounding to the nearest whole number. A student may receive a maximum of three (3) credit hours during any one quarter.

Grades will be based on the employers evaluation of the student's work performance and progress on the job, the student's self-evaluation of progress, and the faculty members evaluation.

Course number designation for registration:

COE 101-1st quarter student registers for parallel work assignment	(0-10-1)
COE 102-2nd quarter student registers for parallel work assignment	(0-10-1)
COE 103-3rd quarter student registers for parallel work assignment	(0-10-1)
COE 104-4th quarter student registers for parallel work assignment	(0-10-1)
COE 105-5th quarter student registers for parallel work assignment	(0-10-1)

COE 111-1st quarter student registers for parallel work assignment	(0-20-2)
COE 112-2nd quarter student registers for parallel work assignment	(0-20-2)
COE 113-3rd quarter student registers for parallel work assignment	(0-20-2)
COE 114-4th quarter student registers for parallel work assignment	(0-20-2)
COE 115-5th quarter student registers for parallel work assignment	(0-20-2)

Prerequisite: One quarter as a full time student at Coastal Carolina Community College and/or permission of the department head.

### **COE 211 – Cooperative Education (Accounting Internship) (0-10-1)**

This course is designed to provide the student with an opportunity to observe and gain practical experience under the supervision of a CPA or a practicing accountant. The work experience may be in public, private, or governmental offices.

Prerequisite: COE 211 is not a required course. The course will only be offered in the summer quarter to students with a 2.5 quality point average who have completed 50 credit hours. Every effort will be made to place students with preference going to students with the highest average.

### **COE 212 – MST Internship (1-20-3)**

This course is designed to provide the student with an opportunity to observe and gain practical experience under the supervision of a computer professional. The work experience may be in public, private, or governmental offices.

Prerequisite: COE 212 is not a required course. The course will be offered to students with a 3.0 quality point average who have completed 50 credit hours and who are approved by the MST department head. Specific course requirements include CAS 210, CAS 221, and CSC 116. Every effort will be made to place students with preference going to students with the highest average.

## COSMETOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>COS 1101 — Introduction to Cosmetology Theory</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course introduces the student to the scientific study of skin and hair and methods of hair removal. Emphasis is placed on how the skin and hair are produced by the body and the layers and care of each. Upon completion, students will be able to describe the skin and hair and tell how the diet affects each.				
Prerequisite: None				
<b>COS 1102 — Mannequin Practice</b>	<b>1</b>	<b>0</b>	<b>33</b>	<b>12</b>
This course will enable the student to acquire a basic knowledge in hair styling, shaping, permanent waving, and scalp treatments. Emphasis is placed on demonstrating practical hair-styling skills along with shampooing, manicures, scalp treatments, and skin care. Upon completion, students will be able to set a basic hair style correctly, perform manicures, do a basic cut, wrap permanent waves, and give scalp treatments.				
Prerequisite: Student must understand the basic theory in each area prior to performing services on patrons.				
<b>COS 1102A — Mannequin Practice</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>6</b>
This course will enable the student to acquire a basic knowledge in hair styling, shaping, permanent waving, and scalp treatments. Emphasis is placed on demonstrating practical hair-styling skills along with shampooing, manicures, scalp treatments, and skin care. Upon completion, students will be able to set a basic hair style correctly, perform manicures, do a basic cut, wrap permanent waves, and give scalp treatments.				
Prerequisite: Student must understand the basic theory in each area prior to performing services on patrons.				
<b>COS 1102B — Mannequin Practice</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>6</b>
This course is a continuation of the fundamentals learned in COS 1102A which includes more in-depth mannequin practice.				
Prerequisite: COS 1102A				
<b>COS 1103 — Cosmetology Theory I</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
This course is designed to teach the basic theory of permanent waving, hair cutting, hair color, manicures, and facials. Emphasis is placed on the chemistry of permanent waves, hair color, manicures and facials, and cosmetics in relation to hair and skin chemistry. Upon completion, students will be able to explain the relation of hair and skin to the products used in perming, coloring, manicuring, and skin care.				
Prerequisite: COS 1101				
<b>COS 1104 — Cosmetology Skills I</b>	<b>2</b>	<b>0</b>	<b>30</b>	<b>12</b>
This course is a continuation and application of practical skills learned in COS 1102 along with advanced skills in permanent waving and hair color. Emphasis is placed on participation by the student on live models by performing permanent waves and hair color. Upon completion, students will be able to do a basic cut and set in several styles, give a professional facial and manicure, permanent wave, and virgin tint.				
Prerequisite: COS 1103				
<b>COS 1104A — Cosmetology Skills I</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>6</b>
This course is a continuation and application of practical skills learned in COS 1102 along with advanced skills in permanent waving and hair color. Emphasis is placed on participation by the student on live models by performing permanent waves and hair color. Upon completion, students will be able to do a basic cut and set in several styles, give a professional facial and manicure, permanent wave, and virgin tint.				
Prerequisite: COS 1103				



- COS 1104B – Cosmetology Skills I** 1 0 15 6  
 This course is a more in-depth practice of skills learned in COS 1104A and includes further practice on live models.  
 Prerequisite: COS 1104A
- COS 1105 – Cosmetology Theory II** 3 0 0 3  
 This course is designed to provide theory in grooming, personal hygiene, and law and ethics pertaining to cosmetology. Topics include hair and disorders of the scalp and hair, hair cutting, hair styling, chemical relaxing, nail disorders, and cosmetology chemistry. Upon completion, students will be able to explain the basic principles in scalp and hair care and the chemistry of relaxers.  
 Prerequisite: COS 1104
- COS 1106 – Cosmetology Skills II** 1 0 33 12  
 This course is a continuation and application of practical skills learned in COS 1102 and COS 1104. Emphasis is placed on advanced techniques and professionalism. Upon completion, students will be able to master techniques learned and be able to relate to patrons in a professional manner.  
 Prerequisite: COS 1105
- COS 1106A – Cosmetology Skills II** 1 0 15 6  
 This course is a continuation and application of practical skills learned in COS 1102 and COS 1104. Emphasis is placed on advanced techniques and professionalism. Upon completion, students will be able to master techniques learned and be able to relate to patrons in a professional manner.  
 Prerequisite: COS 1105
- COS 1106B – Cosmetology Skills II** 0 0 18 6  
 This course is a continuation of COS 1106A and includes an in-depth practice of advanced techniques. Prerequisite: COS 1106A
- COS 1107 – Advanced Cosmetology Theory** 4 0 0 4  
 This course is designed to introduce the student to the theory of superfluous hair removal, skin disorders, electricity and light therapy, and salon management. Emphasis is placed on reviewing theory in 1101, 1103, and 1105 and state board preparation. Upon completion, students will be able to explain their knowledge of hair removal, cells, skin, electricity, salon management, and can pass the state board exam.  
 Prerequisite: Students must have completed all required practical skills necessary to enter into 1107.
- COS 1108 – Advanced Cosmetology Practice** 1 0 24 9  
 This course is a continuation and application of practical skills learned in COS 1102, 1104, and 1106. Emphasis is placed on mastering techniques and professionalism. Upon completion, students will be able to perform any service related to cosmetology in a professional manner with patron satisfaction.  
 Prerequisites: COS 1101-1107
- COS 1108A – Advanced Cosmetology Practice** 1 0 12 5  
 This course is a continuation and application of practical skills learned in COS 1102, 1104, and 1106. Emphasis is placed on mastering techniques and professionalism. Upon completion, students will be able to perform any service related to cosmetology in a professional manner with patron satisfaction.  
 Prerequisites: COS 1101-1107
- COS 1108B – Advanced Cosmetology Practice** 0 0 12 4  
 This course is a continuation of COS 1108A and includes further mastering of techniques and professionalism.  
 Prerequisite: COS 1108A

## COMPUTER LANGUAGE PROGRAMS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>CSC 116 — Microcomputer Operating Systems</b>	4	2	0	5
An introduction to operating systems designed for microcomputers. The course will cover hardware configurations, system installation, administration and operation, and comparison and contrasting with other operating systems. An introduction to multi-user operating systems will be included. Prerequisite: CAS 103				
<b>CSC 161 — Introduction to Data Processing</b>	5	0	0	5
This course will develop an understanding of what computers can and cannot do, how they are used, and their impact on society. Some in-depth instruction will be given in how a computer stores and retrieves data and the use of various input and output media and devices. Several computer systems will be discussed. No programming will be covered. Prerequisite: None				
<b>CSC 171 — Introduction to Programming-PASCAL</b>	3	4	0	5
This course introduces students to problem definition, algorithms, and the coding of solutions. Instruction includes input/output statements, assignment and control statements, functions, arrays, program specification, design, coding, and testing. Prerequisite: None Corequisite: CSC 161 or permission of instructor				
<b>CSC 206 — COBOL/400</b>	3	4	0	5
A detailed study of structures program design using COBOL. Topics include: Input/output, addition, subtraction, division, multiplication, the Compute verb, report editing, alternative statements (IF, nested IF case structure). Single and multiple level control breaks, and table lookup and searching. Prerequisite: CSC 171				
<b>CSC 207 — Advanced COBOL/400</b>	3	4	0	5
A continuation of Introduction to COBOL, this course provides instruction in table handling, sorting and searching techniques, and the MERGE feature. Multiple level controls breaks, Data Manipulator and Sequential files are also covered. Prerequisite: CSC 206				
<b>CSC 215 — Operating Systems</b>	4	2	0	5
A generalized study of operating systems including the evolution of operating systems, methods of programs management, and methods of internal storage management. Also covered are methods of device and file management. Control Language (CL) for the IBM AS400 is taught as an example of an operating system language. Prerequisite: CSC 171				
<b>CSC 218 — C + + Programming</b>	3	4	0	5
An introduction to the C + + programming language. Topics include: lexical elements, operators, flow of control, data types, character processing, functions, and arrays. Other topics will be covered as time permits. Prerequisite: CSC 171 or permission of instructor				
<b>CSC 219 — Database Management</b>	4	2	0	5
An introduction to file processing and the structure of databases. Topics include: basic concepts of file storage and organization (sequential, direct and indexed sequential). The major database structures CODASYL, Hierarchical, Network, and Relational are covered. The Database Management language SQL including Table creation, deletion and updating are covered. Prerequisite: CSC 206				

**CSC 220 – Introduction to Systems Analysis** 2 4 0 4

This course introduces the student to who a system analyst is and what he does. Topics covered include tools of system analysis, the system development life cycle, and management information systems. The student creates a complete system using an appropriate analysis tool.

Prerequisite: CSC 207

**CSC 224 – RPG/400** 4 2 0 5

This course introduces the student to the RPG II and RPG III Programming language. Topics include: program specification, design, coding, and testing using RPG II and RPG III programming techniques. Additional topics covered are: Move operations, control breaks, logic structures, looping, exception output, and internal subroutines.

Prerequisites: CSC 171, 215

**CSC 225 – Intermediate RPG/400** 4 2 0 5

Extensive programming practice in advanced RPG II and III programming introducing the student to sequential, ISAM, and direct file processing. Array processing and interactive processing are also covered.

Prerequisite: CSC 224

**CSC 226 – Advanced RPG/400** 4 2 0 5

This course is a continuation of CSC 225 with emphasis placed on RPG/400 syntax, subfile processing, externally described data file concepts, user interfaces, and interactive programming.

Prerequisite: CSC 225

**CSC 230 – Programming with Multimedia** 3 2 0 4

This course is designed to give students the ability to use a software construction set for Microsoft Windows to build multimedia applications. Students will learn to create applications using color, backgrounds, buttons, text fields, objects, graphics, interactive labels, hotwords, dissolves, animation, menus, submenus, CD audio clips, and laserdisc clips.

Prerequisite: CAS 103, OSC 109



## DENTAL

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Clinic	Hours Credit
<b>DEN 100 — Professional Development</b>	2	0	0	2
Designed to acquaint the dental auxiliary student with dental teamwork, professionalism and ethics. Also included will be exercises in critical thinking and how to succeed in the dental program.				
Prerequisite: None				
<b>DEN 101 — Dental Anatomy</b>	3	0	0	3
Designed to familiarize the dental auxiliary student with all phases of dental anatomy including structures of the mouth, tooth morphology, eruption and exfoliation of primary and permanent teeth, histology, embryology, normal periodontology, and occlusion. Students will gain experience in identifying natural teeth, observing normal intraoral anatomy, and classifying occlusion.				
Prerequisite: None				
<b>DEN 102 — Head and Neck Anatomy</b>	3	0	0	3
Designed to familiarize the dental hygiene student with the normal structures of the head and neck. Emphasis is placed on the bones of the skull, muscles of the face, the nervous system, blood supply, salivary glands, anatomy of injections, and normal anatomical features of the oral cavity.				
Prerequisite: None				
<b>DEN 103 — Infection and Hazard Control</b>	2	0	0	2
Designed to familiarize the dental auxiliary student with infection and hazard control procedures necessary for the safe practice of dentistry. Emphasis will be placed on prevention of disease transmission and the safe and efficient practice of dentistry. OSHA Bloodborne Pathogens and Hazard Communications Standards will be included.				
Prerequisite: None				
<b>DEN 105 — Dental Materials I</b>	2	0	6	4
Identification of dental materials, characteristics, evaluation of quality, and principles and procedures related to manipulation and storage of various dental materials. Emphasis is placed on materials used in operative dentistry and the fabrication of study models.				
Prerequisite: None				
<b>DEN 106 — Clinical Procedures</b>	3	0	6	5
Designed to prepare the student to anticipate the needs of the dentist, assist in basic procedures and utilize management skills. This course provides an introduction to the principles and procedures related to operator equipment, instruments, sterilization and chairside dental assisting techniques including four-handed dentistry. Major emphasis will be given to principles and procedures of operative dentistry and local anesthesia.				
Corequisite: DEN 105				
<b>DEN 107 — Dental Specialties Lab</b>	0	2	3	2
A continuation of Clinical Procedures including experiences to increase level of competency in patient management and chairside assisting. Special emphasis is placed on the dental specialties and the dental assistant's role in oral surgery, endodontics, pedodontics, prosthodontics, orthodontics and periodontics. Laboratory sessions are designed to provide practical experience in chairside assisting.				
Prerequisite: DEN 106				
Corequisite: DEN 224				
<b>DEN 108 — Dental Materials II</b>	1	0	6	3
A continuation of Dental Materials I, emphasis is placed on the understanding and application of materials used in the dental office and laboratory. Students become proficient in manipulative skills, operation of equipment and gain an appreciation of the more complex techniques performed by dental laboratory technicians. Laboratory sessions provide an opportunity for students to fabricate orthodontic study models, custom impression trays and acrylic temporary crowns.				
Prerequisite: DEN 105				



- |   |          |          |           |          |
|---|----------|----------|-----------|----------|
| <b>DEN 109 – Dental Office Practice I</b> | <b>2</b> | <b>0</b> | <b>12</b> | <b>6</b> |
|---|----------|----------|-----------|----------|
- Initial clinical application of principles and procedures of four-handed dentistry in a clinical setting. Assignments also permit further development of skills in radiography, lab function and clinical support procedures. Time is provided to allow the student an opportunity to share clinical experiences, to determine the diversity of student's learning, and to evaluate subsequent clinical assignments. Ethical and legal aspects of practice are included.  
prerequisite: DEN 106, 107, 224, CPR
- |  |          |          |           |           |
|--|----------|----------|-----------|-----------|
| <b>DEN 110 – Dental Office Practice II</b> | <b>2</b> | <b>0</b> | <b>24</b> | <b>10</b> |
|--|----------|----------|-----------|-----------|
- A continuation of Dental Office Practice I to increase level of competency in chairside assisting and practice management. Assignments in general and specialty dentistry permit continued application of clinical skills.  
Prerequisite: DEN 109, CPR
- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>DEN 111 – Preclinical Dental Hygiene I</b> | <b>2</b> | <b>8</b> | <b>0</b> | <b>6</b> |
|---|----------|----------|----------|----------|
- A composite course designed to acquaint the first year students with the professional responsibilities of the hygienist and her relationship to the dental health team. Principles and procedures of oral prophylaxis will be introduced with repetitive practice on the dental mannequin and student partners. Proper instrumentation, fulcrum position, sterilization of instruments, taking medical histories, and recognizing various deposits in the mouth will be emphasized.  
Prerequisite: None
- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>DEN 112 – Preclinical Dental Hygiene II</b> | <b>2</b> | <b>0</b> | <b>9</b> | <b>5</b> |
|--|----------|----------|----------|----------|
- Further development of skills in manipulating instruments and materials used in oral prophylaxis and application of clinic procedures at the chair. Proficiency in charting existing oral conditions, oral inspection, patient education and applying fluoride will be emphasized.  
Prerequisite: DEN 111
- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>DEN 113 – Clinical Dental Hygiene I</b> | <b>2</b> | <b>8</b> | <b>0</b> | <b>6</b> |
|--|----------|----------|----------|----------|
- Continuation of DEN 112 with emphasis on treating the patient with special problems. Care of dental appliances, writing a treatment plan, and sharpening instruments will be covered.  
Prerequisite: DEN 112, CPR
- |   |          |          |          |          |
|---|----------|----------|----------|----------|
| <b>DEN 121 – General and Oral Pathology</b> | <b>4</b> | <b>0</b> | <b>0</b> | <b>4</b> |
|---|----------|----------|----------|----------|
- Designed to acquaint the dental hygiene student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary.  
Prerequisites: DEN 101, 102
- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>DEN 135 – Dental Health Education</b> | <b>1</b> | <b>2</b> | <b>0</b> | <b>2</b> |
|--|----------|----------|----------|----------|
- Designed to provide students with fundamental knowledge of the theory and practice of general and dental health education. The students will assess, develop, implement and evaluate preventive dental services for individual patients. Techniques and methods for educating community members in dental disease prevention throughout the life span will be presented. Instruction in these four categories will be presented: 1) educational techniques, 2) behavior modification, 3) communication and 4) patient management skills. Transfer of didactic material to clinical and community settings will be facilitated by laboratory experiences that include: presentation of lesson plans and case histories to classmates and educational programs to school children.  
Prerequisite: None
- |                                      |          |          |          |          |
|--------------------------------------|----------|----------|----------|----------|
| <b>DEN 204 – Chairside Assisting</b> | <b>1</b> | <b>0</b> | <b>3</b> | <b>2</b> |
|--------------------------------------|----------|----------|----------|----------|
- Designed to familiarize the student with the dental health team emphasizing those techniques of the four-handed dentistry utilized in general dental practice as well as various dental specialties.  
Prerequisite: DEN 224

- |   |          |          |           |          |
|---|----------|----------|-----------|----------|
| <b>DEN 212 – Dental Radiology</b>   | <b>3</b> | <b>4</b> | <b>0</b>  | <b>5</b> |
| Designed to provide the first year dental students with an in-depth study of radiology. It will include exploration of theories, principles, and techniques utilized in dental radiology as they apply to exposure, processing, identification, and mounting of radiographs using the paralleling and bisecting angle techniques, radiographic interpretation, quality control techniques, and radiation safety. The laboratory sessions will provide an opportunity to apply and develop the skills necessary for satisfactory exposure, processing, mounting, and interpretation of diagnostic radiographs. Prerequisite: DEN 101 |          |          |           |          |
| <b>DEN 214 – Clinical Dental Hygiene II</b>   | <b>1</b> | <b>0</b> | <b>6</b>  | <b>3</b> |
| Continuation of DEN 113 with emphasis on nutritional counseling techniques.<br>Prerequisite: DEN 113, CPR   |          |          |           |          |
| <b>DEN 215 – Clinical Dental Hygiene III</b>  | <b>3</b> | <b>0</b> | <b>12</b> | <b>7</b> |
| Further clinical experience in dental hygiene procedures with emphasis on development of self-direction in evaluation procedures. This will entail the study of: prevention and treatment of hypersensitivity, ultrasonic scaling devices, use of chemotherapeutic agents as they apply to dental diseases and scaling and root planing techniques for the procedure of treatment planning for the periodontally involved patient.<br>Prerequisite: DEN 214, CPR  |          |          |           |          |
| <b>DEN 216 – Clinical Dental Hygiene IV</b>   | <b>2</b> | <b>0</b> | <b>12</b> | <b>6</b> |
| Continuation of DEN 215 with emphasis on the dental hygienist as a member of the dental team. This course of study will include: dental sealants, amalgam polishing, case presentations, and the ethical requirements of the dental hygienist as an oral health professional.<br>Prerequisite: DEN 215, CPR   |          |          |           |          |
| <b>DEN 217 – Clinical Dental Hygiene V</b>  | <b>2</b> | <b>0</b> | <b>12</b> | <b>6</b> |
| Continuation of DEN 216 giving the student further clinical experience in dental hygiene procedures. Emphasis will be placed on job procurement, resume writing, job interviews, and employment opportunities. The dental laws and regulations for the state of North Carolina as they apply to the dentist, dental hygienist, and the dental assistant will also be covered.<br>Prerequisite: DEN 216, CPR   |          |          |           |          |
| <b>DEN 222 – Periodontology</b>   | <b>2</b> | <b>0</b> | <b>0</b>  | <b>2</b> |
| Designed to give the dental hygiene student a more in depth study of the periodontium and periodontal pathology. Emphasis will be placed on the role of the dental hygienist in the treatment and prevention of periodontal diseases.<br>Prerequisites: DEN 101, 102  |          |          |           |          |
| <b>DEN 224 – Dental Specialties</b>   | <b>3</b> | <b>0</b> | <b>0</b>  | <b>3</b> |
| Designed to give the dental auxiliary student an introduction to procedures most commonly performed in dentistry. These include operative dentistry, oral surgery, pedodontics, endodontics, fixed and removable prosthodontics, orthodontics, and periodontics. Special emphasis is placed on how the dental student can effectively explain procedures to patients.<br>Prerequisites: None  |          |          |           |          |
| <b>DEN 225 – Dental Specialties Clinic</b>  | <b>0</b> | <b>0</b> | <b>3</b>  | <b>1</b> |
| Application of principles of four-handed dentistry in a clinical setting. Assignments in general and specialty dentistry further develop skills in chairside assisting, manipulation of dental materials, and patient communication.<br>Prerequisites: DEN 224, CPR   |          |          |           |          |
| <b>DEN 226 – Community Dentistry I</b>  | <b>3</b> | <b>0</b> | <b>0</b>  | <b>3</b> |
| Designed to introduce the dental hygienist to community dentistry as it pertains to the comprehensive role of an oral health professional. Research methods and basic statistics are introduced to further the understanding of the community's dental health needs.<br>Prerequisite: DEN 135   |          |          |           |          |
| <b>DEN 227 – Community Dentistry II</b>   | <b>0</b> | <b>0</b> | <b>3</b>  | <b>1</b> |
| A continuation of DEN 226 with implementation of a community dental health program.<br>Prerequisite: DEN 226  |          |          |           |          |

- DEN 228 – Dental Office Management** 3 0 0 3  
 Designed to acquaint the student with an overview of and to develop basic competencies in dental office management procedures. Emphasis is placed upon the auxiliaries role as a dental health team member, development of knowledge and appreciation for the economic realities of practice, utilization of communication skills and the enhancement of professional demeanor.  
 Prerequisite: CAS 103
- DEN 234 – Dental Materials** 3 0 3 4  
 Identification and study of materials commonly used in the dental office with principles and procedures related to their manipulation and care. Special emphasis is placed on those materials associated with the responsibilities of the hygienist.  
 Prerequisite: None
- DEN 235 – Dental Pharmacology/Dental Emergencies** 2 0 0 2  
 Designed to present basic information related to the field of pharmacology, particularly those agents used in the dental office, prescribed by dentists, and commonly used by patients whose systemic or oral conditions require special procedures in the dental office. Drug terminology, legislation, standards, actions, and adverse reactions are studied. Special emphasis is placed on using the PDR, prescription writing, and treatment of emergencies in the dental office.  
 Prerequisite: None
- DEN 1003 – Head and Neck Anatomy** 1 0 0 1  
 Designed to familiarize the dental assisting student with head and neck anatomy. Emphasis is placed on the bones of the skull, muscles of the face, nerves, blood supply, salivary glands, anatomy of injections, and normal anatomical features of the oral cavity. Prerequisite: None
- DEN 1004 – Pharmacology and Dental Office Emergencies** 3 0 0 3  
 Designed to introduce and familiarize dental assisting students with basic theoretical concepts and practical application of emergency situations that may arise in the dental office. This course is also designed as a basic study of the sources, administration, nomenclature, publications and classifications of drugs and the regulations and laws pertaining to the dispensing of drugs. Additionally the student will be able to recognize the potential for emergencies by evaluating medical histories.  
 Prerequisite: None
- DEN 1013 – Preventive Dental Health Education** 3 0 3 4  
 Designed to acquaint the student with the study of the etiology, prevention and control of dental caries and periodontal disease. Communication skills, nutritional counseling, oral physiotherapy, fluorides and preliminary oral examination are included. Emphasis is placed on the dental assistant's role in preventive dentistry and patient counseling.  
 Prerequisites: DEN 1003, 1004  
 Corequisite: PSY 1101 or PSY 206
- DEN 1014 – Oral Pathology** 2 0 0 2  
 Designed to acquaint the dental assisting student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary.  
 Prerequisite: DEN 101, 1003



DRAFTING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>DFT 113 — Electronic Drafting</b>	2	0	6	4
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, types of drawing, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work. Prerequisite: None				
<b>DFT 118 — Drafting and Blueprint Interpretation</b>	2	4	0	4
Basic drafting techniques are covered to provide a working knowledge of drafting as a tool for communicating ideas. Reading and interpreting of blueprints is emphasized. Prerequisite: None				
<b>DFT 111 — Introduction to Drafting</b>	0	0	3	1
Basic mechanical drafting techniques are covered to provide a working knowledge of drafting as a tool for communicating ideas, requests, and needs. Prerequisite: None				
<b>DFT 112 — Computer-Aided Drafting</b>	1	2	0	2
This course introduces the student to the use of computers for drafting. Upon completion the student should be able to: (1) identify the components of CAD systems and define their uses; (2) use the commands of the CAD system software; (3) draw points, lines, curves, and areas; (4) draw objects in orthographic projection, and (5) draw, dimension and plot working drawings of simple mechanical devices. Prerequisite: DFT 111				
<b>DFT 118 — Pattern Development</b>	2	0	3	3
Continued study of welding symbols; methods used in layout of sheet metal; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: DFT 1180				
<b>DFT 1180 — Trade Drafting and Sketching</b>	0	0	6	2
This course is designed as an introductory course in drafting for students requiring a knowledge of mechanical drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain the basic skills in drawing with instruments, lettering, geometrical construction, freehand sketching, and describing objects orthographically with principal views. Use of instruments and orthographic projection emphasized. Prerequisite: None				



## DIESEL MECHANICS ENGINE

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>DIE 101 – Introduction to Diesel Mechanics</b>	1	0	6	3
An introductory course on theory, design, and operating adjustments in both 2/4 cycle diesel engines. Emphasis on shop safety and measuring instruments.				
Prerequisite: None				
<b>DIE 1107 – Diesel Charging and Starting Systems</b>	2	0	3	3
A study of the engine electrical system, the components and their function that comprise; preheating, starting, generating and monitoring circuits common to diesel engines. Special emphasis is placed on the use of test equipment for servicing and troubleshooting these systems.				
Prerequisite: None				
<b>1110 – Engine Rebuild</b>	2	0	3	3
Continuation of DIE 1101 course to include design differences, advantages, and rebuilding techniques of 2/4 cycle diesel engines. Emphasis on use of special manuals.				
<b>DIE 1111 – Engine Rebuild</b>	0	0	6	2
Shop rebuilding of two/cycle engines. Practical hands on experience measuring and rebuilding two/cycle diesel engines. Emphasis on proper use of manufacturers service manuals.				
Prerequisite: DIE 1110				
<b>DIE 1113 – Advanced Engine Rebuild</b>	3	0	3	4
Hand on rebuilding techniques on four/cycle diesel engines. Engines will be completely disassembled and checked for manufacturers specifications and reassembled. Emphasis placed on proper use of special tools and testing equipment.				
Prerequisite: DIE 1111				
<b>DIE 1142 – Basic Diesel Equipment Transmissions</b>	2	0	6	4
Basic transmission course to help students to understand theory, operation and rebuilding of manual and power transmissions used in heavy equipment as well as the trucking industry. Shop projects will include removal, rebuilding, installation and testing of various transmissions.				
Prerequisite: None				
<b>DIE 1144 – Hydraulic and Pneumatic Air Systems</b>	1	0	3	2
The study of hydraulic and pneumatic systems as used in construction equipment, road vehicles, and farming equipment. It covers basic theories, construction adjustment and repair of hydraulic and pneumatic control and power system.				
Prerequisite: None				
<b>DIE 1146 – Diesel Equipment Brake Systems</b>	2	0	6	4
The student will be introduced to the theory and repair of all types of brake systems used in the construction environment. Course will cover air systems, hydraulic systems, electrical and combination type of systems. Special emphasis is placed on safety and troubleshooting.				
Prerequisite: None				
<b>DIE 1150 – Fuel Injection and Electrical System</b>	2	0	6	4
Development of the operating principles of modern diesel fuel injection systems; component functions, service, repair and adjustment components to include mechanical and hydraulic governors. Special emphasis is placed on the use of test equipment for servicing and troubleshooting of fuel injection systems.				
Prerequisite: None				

**DIE 1152 – Diesel Equipment Power Trains** 2 0 9 5

An all inclusive study of the operation and rebuilding of components that make up various equipment power trains. Course will cover differentials, drive lines, and suspension systems currently found in all types of construction, farm, marine, and trucking machinery. Practical hands on training will enhance the students knowledge in this area.

Prerequisite: None

**DIE 1154 – Diesel Tune-up and Troubleshooting** 3 0 3 4

Develops the trainees ability to perform tune-up procedures in accordance with manufacturer's specifications utilizing proper methods and testing procedures. The student will construct a basic troubleshooting program which can be applied to engine analysis utilizing recommended manufacturers procedures and the use of proper test equipment to isolate and define the problem.

Prerequisite: None

**DIE 1156 – Diesel Engine Servicing** 3 0 9 6

The understanding of the requirement for periodic maintenance, the effects and benefits of preventive maintenance and the construction of preventive maintenance programs to meet the recommended minimum requirements stated by manufacturers of diesel engines.

Prerequisite: None

**DIE 1158 – Air Induction and Exhaust Systems** 2 0 3 3

Development of a thorough knowledge of constructional and operational features of the air induction and exhaust systems components to include servicing, disassembling, inspection and repair of blowers and turbocharges, testing, inspection and replacement of exhaust components to include manifold, pipes and mufflers.

Prerequisite: None



# **DRAMA** **(FINE ARTS)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>DRA 150 – Drama Practicum</b>	0	5	0	1
This course is designed to introduce the beginning student to all phases of the planning and execution of drama productions. Course times may vary due to rehearsal schedules. This course may be taken twice for credit.				
Prerequisite: None				
<b>DRA 151 – Acting</b>	3	0	0	3
A study of the basic principles underlying the acting art: development of stage techniques through the training of body and voice as instruments of expression.				
Prerequisite: None				
<b>DRA 152 – Intermediate Acting</b>	3	0	0	3
A continuation of DRA 151 with emphasis on acting in scenes to develop truth in character, timing, stage communication and conflict.				
Prerequisite: DRA 151 or permission of instructor				
<b>DRA 153 – Advanced Acting</b>	3	0	0	3
Intensive application of acting techniques through advanced study and performance of selected scenes involving problems of style in a wide range of dramatic materials.				
Prerequisite: DRA 152 or permission of instructor				
<b>DRA 154 – Stage Makeup</b>	3	0	0	3
An introduction to the fundamental principles and techniques of theatrical makeup.				
Prerequisite: None				
<b>DRA 250 – Drama Practicum</b>	0	5	0	1
A continuation of DRA 150. Students enrolled in this course may be asked to lead novice groups in certain production areas such as lighting, sound, advertising, or stage managing. This course may be taken twice for credit.				
Prerequisite: DRA 150 or permission of instructor				
<b>DRA 255 – Technical Theater Production</b>	5	0	0	5
The study of the fundamentals of scene, costume, and lighting design for the theater and fundamentals for technical theater including scenic construction, painting, properties and rigging. A working knowledge of tools and materials will also be developed.				
Prerequisite: None				
<b>DRA 261 – Introduction to the Theater</b>	5	0	0	5
A survey of the history of the theater beginning with the Greek and continuing with the development of drama to its present stage.				
Prerequisite: None				
<b>DRA 262 – Literature of the Theater</b>	5	0	0	5
Critical analysis of related dramatic works designed to develop appreciation and understanding of drama as a literary form. Significant plays, from classic through contemporary, that make up the literature of the theater will be studied.				
Prerequisite: None				



ECOLOGY

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
ECL 252 – Environment and Man	3	3	0	4
A study of human population growth and the availability of resources for continued human existence. Also, a study of the environmental changes man has caused as a result of his overuse of the available resources. From data derived from previous studies we will make suggestions as to what may be done in the future to maintain homeostasis between man and his environment. Prerequisite: None				
ECL 264 – General Ecology	3	3	0	4
Introduction to population and community ecology, with emphasis on the growth and distribution of population, interactions between species, and the structure, dynamics, and functions of communities and ecosystems. Prerequisites: BIO 161, 162, 163 or permission of instructor				





ECONOMICS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ECO 161 — Macroeconomics	5	0	0	5
This course is a study of our market oriented economic system. Primary emphasis is placed on national income determination, fiscal and monetary policies, and the role of our central banking system.				
Prerequisite: None				
ECO 162 — Microeconomics	5	0	0	5
This course is a study of the individual firm. Primary emphasis is placed on market theory, supply and demand analysis, price determination under imperfect competition, resources allocation and capital decisions.				
Prerequisite: None				



## EDUCATION (SOCIAL SCIENCE)

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
<b>EDU 251 — Introduction to Education</b>	5	0	0	5
A study of the foundations and contemporary approaches in education from the historical, philosophical, psychological, and sociological points of view. Current issues in and professional perspectives of education are stressed. Classroom work will be supplemented with required observation experiences in the local school system. This is not a practice teaching course.				
Prerequisite: None				

## (CHILD CARE WORKER)

<b>EDU 1100 — Principles and Practices of Early Childhood Education</b>	3	0	0	3
This course is an introduction to early childhood education, with emphasis on the role of the teacher in an environment that encourages exploration and learning.				
Prerequisite: None				
<b>EDU 1101 — Child Growth and Development I</b>	3	0	0	3
A study of the physical, social, psychological, and cognitive development of the child from birth through age two. The importance of early experiences in establishing behavior patterns, attitudes, and interpersonal relationships is emphasized. Study of an individual child.				
Prerequisite: None				
<b>EDU 1102 — Child Growth and Development II</b>	3	0	0	3
A study of the developmental sequence of preschool-aged children (3-5) and the factors influencing development. Appropriate activities for children at each level of development are presented. Study of an individual child.				
Prerequisite: None				
<b>EDU 1103 — Child Growth and Development III</b>	3	0	0	3
An analysis of the development of the school-aged child, ages six to twelve. The physical, emotional, social and cognitive aspects of growth are considered.				
Prerequisite: None				
<b>EDU 1105 — Health, Safety and Nutrition</b>	3	0	0	3
An introduction to the health, safety and nutritional needs of young children. The student will study the skills and knowledge required to identify, prevent, and refer health and safety problems as well as the nutritional requirements of children, menu planning, and development of nutrition activities.				
Prerequisite: None				
<b>EDU 1107 — Guiding Children's Behavior</b>	3	0	0	3
A study of the skills and knowledge needed to ensure the orderly functioning of children individually and in a group. Techniques that encourage self-control and a positive self-image will be emphasized.				
Prerequisite: None				
<b>EDU 1108 — Working with Parents</b>	3	0	0	3
A study of the relationship between the family and the day care center. The family's influence on the child, the interaction between the parents and the caregivers, and the role of the caregiver in assisting the parents with child guidance are examined.				
Prerequisite: None				

**EDU 1109 – Program Planning for Infants and Toddlers**      3      0      0      3

A study of the skills and knowledge needed to select developmentally appropriate activities for infants and toddlers. The process of evaluating the developmental level of individual children and planning a program that maximizes their opportunities for growth and development will be studied.

Prerequisite: None

**EDU 1110 – Day Care Organization and Administration**      3      0      0      3

This course will give the student an understanding of the duties and responsibilities of an early childhood administrator. All aspects of organizing and operating day care and child development centers will be presented.

Prerequisite: None

**EDU 1111 – Early Childhood Curriculum Planning I-Communication Skills**      3      0      6      5

This course helps students provide opportunities for children to understand, acquire and use verbal and non-verbal means of communicating thoughts and feelings. The student will study the development of communication skills in young children, theory, methodology and resource selection and usage. The six hour shop will provide opportunities for students to practice activities that promote language development and to develop a resource file of activities.

Prerequisite: None

**EDU 1112 – Early Childhood Curriculum Planning II-Arts and Physical Development**      3      0      6      5

A study of the designing and implementing of learning experiences that will stimulate children to explore and express their creative abilities in areas such as music, drama, art, literature, and physical development. Six hours of shop experience will provide first-hand experience with media and equipment, practice in providing learning activities and opportunities to develop materials for classroom use. Prerequisite: None

**EDU 1113 – Early Childhood Curriculum Planning III-Science and Math**      3      0      6      5

Instruction and application of methods to provide equipment, activities and opportunities to promote the understanding of math and science concepts. Six hours of shop experience will give students opportunities to practice methods of helping children manipulate, experiment and discover basic math and science concepts.

Prerequisite: None

**EDU 1114 – The Exceptional Child**      3      0      0      3

This course is designed to acquaint learners with the needs of children who have slight physical or mental disabilities, behavior problems, or hyperactivity. The course will offer specific detailed information and constructive approached toward dealing with special needs children.

Prerequisite: None

**EDU 1115 – Practicum**      1      0      10      2

This course will include a one hour seminar each week plus ten hours of field experience. Each student will be assigned to a qualified teacher and will be directly involved in special assignments (e.g. setting up learning center, planning and presenting small and large group activities).

Prerequisites: EDU 1100, 1101, 1102



## ELECTRICAL

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ELC 102 – Electrical Standards for Fire Protection</b>	3	2	0	4
A study of electrical systems, circuits, control devices and overcurrent protection. The course includes an introduction to the National Electrical Code.				
Prerequisite: None				
<b>ELC 1101 – Basic Electricity</b>	3	0	0	3
A study of basic electricity and the electrical systems, single phase and three phase power, their voltages and uses. Types of electrical circuits and their control devices. Electrical materials and tools. The National Electrical Code requirements as applied to branch circuits and their over-current protective devices. Practical application of basic electrical circuits, troubleshooting, and repair of circuits.				
Prerequisite: None				
<b>ELC 1105 – Direct Current</b>	2	0	6	4
This course is a study of the fundamental concepts of direct current electricity, utilizing applications and calculations of current, voltage, resistance, and power rules in electric circuits. Emphasis is placed on construction of DC circuits to verify electrical principles using test equipment.				
Prerequisite: None				
<b>ELC 1106 – Basic Wiring Practice I</b>	2	0	6	4
This course provides instruction in the identification and safe use of the tools and materials common to electrical installations. Topics to be covered include: National Electrical Code, electrical blueprint reading, planning, layout and the installation of electrical distribution equipment, lighting, overcurrent protection, conductors, branch circuits and conduits. Practical laboratory experiences will be used to reinforce topics covered in the classroom.				
Prerequisite: None				
<b>ELC 1110 – Electrical Formulas and Computations</b>	3	0	0	3
Topics covered in this course will be directed to those mathematical areas employed in the electrician's field. Emphasis will be placed on whole numbers, fractions, decimals, simple formulas, powers and roots. Practical application and problems furnish the trainee with experience in wire size, electrical loads and simple electrical formulas. The student should be able to solve simple electrical mathematical problems.				
Prerequisite: None				
Corequisite: MAT 1102 or permission of instructor				
<b>ELC 1131 – National Electrical Code</b>	4	0	0	4
This course provides instruction in the use and interpretation of the National Electrical Code. Emphasis will be placed on solving practical field problems by interpreting specific articles, using tables, and performing code calculations to insure safe installations.				
Prerequisite: None				
<b>ELC 1150 – Basic Electricity</b>	2	2	0	3
A study of the basic electrical principles and components needed for troubleshooting modern machines. A basic study is made of direct and alternating current and electrical distribution in series and parallel circuits. The students become familiar with the following electrical terms: insulators, conductors, semi-conductors, coils, relays, solenoids and polarity. Safety with the use of electricity and electrical devices is stressed at all times.				
Prerequisite: None				
<b>ELC 1151 – Applied Wiring Diagrams 'HVAC'</b>	1	2	0	2
Common electrical control components with and emphasis on their function in a control circuit and the symbols utilized to identify them in wiring diagrams. Students will learn how to read wiring diagrams in order to identify and describe the functions of the control components and to diagnose and repair component malfunctions in an electrical control system.				
Prerequisite: None				



### ELC 1205 – Alternating Current

2 4 0 4

This course is designed to be a presentation of the fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance. Emphasis is placed on analysis of AC circuits and lab experiments are used to reinforce concepts introduced in class.

Prerequisite: ELC 1105 or permission of instructor

### ELC 1206 – Basic Wiring Practice II

3 0 9 6

This course is intended to add to the student's knowledge of electrical tools, materials, and test equipment. The focus in this course will be on application of skills and techniques learned in Basic Wiring Practice I through the use of shop experiences, and whenever possible, by the use of live wiring projects. Electrical job site and industrial safety will be stressed throughout the course. Use and understanding of the National Electric Code with regard to specific applications will be introduced.

Prerequisite: ELC 1106 or permission of instructor

### ELC 1301 – Industrial Controls Fundamentals I

1 0 6 3

Instruction and application of electric motors and control devices. Single phase and three phase circuits. National electrical code requirements governing installation and calculations for motor branch circuit wire and overcurrent protection. Prerequisite: ELC 1205 or permission of instructor

### ELC 1302 – Industrial Controls Fundamentals II

2 0 6 4

Provides instruction and application of single phase and three phase motor operation, troubleshooting control circuits and wiring methods for various locations. National electrical code requirements governing wiring methods.

Prerequisite: ELC 1131

Corequisite: ELC 1301

### ELC 1305 – Computer Applications for Electricians

3 2 0 4

This course will introduce the electrical student to the use of the IBM and IBM compatible personal computers. DOS, hardware, electrical specific software, basic word processing and integrated software will be covered. Emphasis is placed on using software for electrical calculations, applications, and computer programming of machine controls.

Prerequisite: None

### ELC 1403 – Commercial/Industrial Wiring

5 0 12 9

This course provides instruction in the layout, planning, and installation of wiring systems in commercial and industrial facilities. Emphasis will be placed on blueprint reading, the related National Electrical Code articles and the installation of typical commercial and industrial wiring systems. Among the topics to be covered in class and reinforced by lab experiences are: conduit bending and installation, commercial and industrial wiring methods, electrical energy efficiency, raceways and motor and controller installations.

Prerequisite: ELC 1206 or permission of instructor

### ELC 1405 – Introduction to Programmable Logic

#### Controllers

3 2 0 4

This course is designed to introduce the student to programmable logic controllers and their applications. Topics to be covered include: input and output modules and devices, power supplies, installation of PLC's and interfacing of equipment.

Prerequisites: ELC 1301, 1302

## ELECTRONICS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ELN 1101 — Introduction to Electronics</b>	3	0	3	4
A study of basic electricity and the electrical systems, single phase and three phase power, their voltages and uses. Types of electrical circuits and their control devices. Electrical materials and tools. The National Electrical Code requirements as applied to branch circuits and their over-current protective devices. Practical application of basic electrical circuits, troubleshooting, and repair of circuits.				
Prerequisite: None				
<b>ELN 1102 — Fundamentals of Electronics I</b>	3	0	3	4
Fundamental concepts of alternating current; sinusoidal and non-sinusoidal wave forms, a study of reactance, impedance, phase angle, power and resonance will be studied. Magnetism and alternating current circuit analysis will be presented.				
Prerequisite: ELN 1101 or concurrently with ELN 1101				
<b>ELN 1103 — Fundamentals of Electronics II</b>	1	0	9	4
Subjects covered include waveform generators, oscilloscopes, troubleshooting techniques, and power supplies.				
Prerequisites: ELN 1101, ELN 1102 or concurrently with ELN 1101, ELN 1102				
<b>ELN 1120 — Electronic Devices I</b>	3	0	3	4
An introduction to vacuum tubes, operational amplifiers, servomechanisms, and linear integrated circuits. Included is a study of radio and amplifier circuits.				
Prerequisites: ELN 1101, ELN 1102, 1103				
<b>ELN 1121 — Electronic Devices II</b>	2	0	6	4
A study of the applications of vacuum tubes and operational amplifiers. An introduction to programmable logic controllers is included. Recent developments in the field of electronics will be presented.				
Prerequisite: ELN 1120 or concurrently with ELN 1120				
<b>ELN 1123 — Introduction to Television</b>	2	0	6	4
The theory and circuitry of monochrome television.				
Prerequisites: ELN 1120, 1121, 1125, MAT 1116				
<b>ELN 1124 — Servicing Electronic Equipment</b>	2	0	6	4
The principles and techniques of servicing radio receivers including AM, FM, and stereo. Tape recorders, amplifiers, and other consumer and industrial electronic products are covered. Proper use of test equipment for diagnosis, alignment, and repairs are stressed.				
Prerequisites: ELN 1120, 1121, 1125				
<b>ELN 1125 — Transistor Theory and Circuits I</b>	2	0	6	4
Transistor theory, physics, characteristics, and their applications in radio receivers and audio amplifier circuits. Prerequisites: ELN 1101, ELN 1102				
<b>ELN 1126 — Transistor Theory and Circuits II</b>	2	0	6	4
The theory and application of recent semi-conductors developments including zener diodes, tunnel diodes, field effect transistors, silicon controlled rectifiers, break over diodes (diacs), unijunction transistors and triacs.				
Prerequisites: ELN 1125, MAT 1116				
<b>ELN 1127 — Television Receiver Circuits and Servicing</b>	3	0	6	5
A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment troubleshooting and repair of the color television circuits.				
Prerequisite: ELN 1123				

**ELN 1205 – Industrial Electronics** 3 2 0 4

This course is intended to acquaint the student with the fundamentals of industrial electronics in a practical, hands-on manner. Basic theory, application, and operating characteristics of solid state electronic devices commonly used in industrial applications are covered. Particular emphasis is placed on reinforcing concepts learned in class with practical lab experiences that simulate actual industrial applications.  
 Prerequisites: ELC 1301, 1302 or permission of instructor

**ELN 1131 – Computer Electronics I** 2 0 3 3

A study of the electronic construction and operations of digital computers and the integrated components and elements electronically interconnected for obtaining basic digital computer performance. Individual components analyzed using Boolean Algebra and De Morgan's Theorem. Some areas of study are: computer codes, logic symbols, adders, shift registers, comparators, counters, and memory units.  
 Prerequisite: ELN 1125

**ELN 1132 – Computer Electronics II** 1 0 3 2

A continuation of ELN 1131. Included is additional study of memory devices, decoders, encoders, comparators, and troubleshooting.  
 Prerequisite: ELN 1131

**ELN 1141 – Computer Maintenance I** 2 0 3 3

Upon successful completion of this course, the student should be able to identify and define the various components of a microcomputer system; operate the electronic test equipment such as oscilloscopes and logic probes in computer systems; demonstrate an understanding of the theory of operation of a microcomputer system; locate and correct defective components at system and board level; and perform preventive maintenance and alignment procedures.  
 Prerequisites: ELN 1131, 1132

**ELN 1142 – Computer Maintenance II** 1 0 3 2

A continuation of ELN 1141. Including is a study of upgrading an existing microcomputer; installing and troubleshooting floppy diskette drives; installing hard drives, printers, and modems; and advanced troubleshooting.  
 Prerequisite: ELN 1141 or concurrently with ELN 1141

## EMERGENCY MEDICAL SCIENCE

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
<b>EMS 101 — Fundamentals and Skills of EMS</b>	5	8	0	9
This course is an introduction to emergency medical service. Basic emergency life support including assessment and care of traumatic and medical emergencies and patient stabilization are included.				
Prerequisite: None				
<b>EMS 103 — EMT-Intermediate Skills</b>	6	6	0	9
This course is designed to teach the knowledge and skills needed for the safe administration of intravenous solutions, placement and use of the esophageal obturator airway, and the use of semi-automatic defibrillators.				
Prerequisites: BIO 171, EMS 102				
Corequisites: BIO 172, EMS 121, 141				
<b>EMS 107 — Basic Pharmacology</b>	4	2	0	5
This course is an introduction to the fundamental principles of pharmacology, including weights and measures, drug legislation and drug administration. Drug groups are presented through the use of prototype agents.				
Prerequisites: BIO 171, 172, EMS 103				
<b>EMS 109 — Management of Medical Emergencies</b>	4	0	3	5
This course focuses on the assessment and management of medical emergencies including central nervous system and behavioral disorders, diabetic emergencies, exposure to environmental extremes, substance abuse, poisoning, acute abdomen, genitourinary-urinary problems, and infectious diseases. A clinical component is included.				
Prerequisites: BIO 171, 172, EMS 103				
Corequisite: EMS 107				
<b>EMS 115 — Rescue Scene Management</b>	4	4	0	6
This course introduces the student to the basic principles of rescue and includes practice in the skills of water rescue, rescue from heights, rescue from depths, vehicle extrication, and handling hazardous materials situations. Incident command structure in mass casualty situations is included.				
Prerequisite: Permission of instructor				
<b>EMS 117 — Cardiology</b>	5	2	0	6
This course introduces the student to the principles of cardiac monitoring, the recognition and management of basic dysrhythmias, and the pathophysiology, assessment, and treatment of cardiac emergencies.				
Prerequisites: EMS 107, 109				
Corequisites: EMS 122, 142, 207				
<b>EMS 121 — Clinical Practicum I</b>	0	0	3	1
This course is the initial hospital clinical experience. Emphasis is placed on the integration of theoretical knowledge obtained in EMS courses with the realities of actual patient care appropriate to the EMT-intermediate.				
Prerequisites: BIO 171, EMS 102				
Corequisites: BIO 172, EMS 103, 141				
<b>EMS 122 — Clinical Practicum II</b>	0	0	6	2
This course continues the hospital clinical experience. Emphasis is placed on the integration of theoretical knowledge with the realities of patient care appropriate to the EMT-advanced intermediate.				
Prerequisites: EMS 107, 109				
Corequisites: EMS 117, 141, 207				



<b>EMS 141 – Field Internship I</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0.5</b>
This course is the initial field experience. Emphasis is placed on the integration of theoretical knowledge obtained in EMS courses with the realities of field-oriented patient care appropriate to the EMT-intermediate.				
Prerequisites: BIO 171, EMS 102				
Corequisites: BIO 172, EMS 103, 121				
<b>EMS 142 – Field Internship II</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0.5</b>
This course is the continuation of the field experience. Emphasis is placed on the integration of theoretical knowledge with the realities of field-oriented patient care appropriate to the EMT-advanced intermediate.				
Prerequisites: BIO 172, EMS 107, 109				
Corequisites: EMS 117, 122, 207				
<b>EMS 201 – Emergency Vehicle Operations, Communications, and Record Keeping</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>
This course examines the principles and practices governing the safe operation and maintenance of emergency vehicles, it also prepares the student to effectively utilize emergency communications equipment and prepare EMS records.				
Prerequisite: EMS 142				
<b>EMS 207 – Advanced Pharmacology</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course focuses on drugs which the EMT-paramedic uses in emergency situations and the types of medications the patient may be taking by prescriptions.				
Prerequisite: EMS 107				
<b>EMS 209 – Management of Trauma</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>6</b>
This course includes the assessment and management of trauma emergencies. Included are the kinematics of injury and principles of triage.				
Prerequisites: EMS 121, 141, 207				
<b>EMS 211 – Life Span Emergencies</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>6</b>
This course provides the student with the knowledge and skills necessary to provide emergency care to the infant, child and elderly patient and the pregnant woman. A clinical component is included.				
Prerequisites: EMS 122, 209				
<b>EMS 213 – Law and Ethics</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course introduces the student to the laws governing the practice of emergency medical services and the ethics of emergency medical care.				
Prerequisites: EMS 122, 142, 209				
<b>EMS 221 – Clinical Practicum III</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>
This course integrates all the theoretical knowledge of the EMS curriculum to the hospital clinical care of the patient.				
Prerequisites: EMS 209, 211				
Corequisite: EMS 241				
<b>EMS 239 – Seminar</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course examines current trends, issues and controversies in EMS including certification, recertification and continuing education. Students will prepare and present classes.				
Prerequisite: Permission of instructor				
Corequisites: EMS 221, EMS 241				
<b>EMS 241 – Field Internship III</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>
This course applies all the theoretical knowledge and the basic and advanced life support skills of the EMS curriculum to the field care of the patient appropriate for the EMT-paramedic.				
Prerequisites: EMS 209, 211				
Corequisite: EMS 221				

ENGLISH  
(DEVELOPMENTAL)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ENG 71 — Basic Grammar/Writing Skills I</b>	5	0	0	(5)
This course is designed for students with very limited grammar and writing skills. Emphasis is placed on basic principles of grammar, sentence structure, and written communications. Highly proficient students who meet the ENG 71 course objectives may enroll in ENG 91. Prerequisite: None				
<b>ENG 72 — Basic Grammar/Writing Skills II</b>	5	0	0	(5)
A continuation and extension of the units incorporated in ENG 71. This additional quarter of study gives more time to the practice and the understanding of the ENG 71 skills with more emphasis on written communication. Some approaches are repeated while different strategies are included to refine ENG 71 skills. Prerequisite: ENG 71				
<b>ENG 91 — Essential Grammar and Usage</b>	5	0	0	(5)
This course is designed for students who reflect a need or desire to improve their communication skills. ENG 91 places emphasis on the parts of speech, usage, punctuation, capitalization, the parts of the sentence, and sentence structure. Prerequisite: None				
<b>ENG 92 — Basic composition</b>	5	0	0	(5)
As a supplemental course to ENG 91, this course is designed to expose the student to the basic of composition: dictionary skills, sentence structure and development, and paragraph structure and development. Prerequisite: None (ENG 91 is recommended)				
<b>ENG 93 — Fundamentals of Composition</b>	5	0	0	(5)
ENG 93 is a continuation of ENG 92 with more emphasis placed on the correct usage of the English language. Primary emphasis is placed on the structure and development of the essay in order to prepare the student for ENG 151 — Composition and Rhetoric. Prerequisite: None (ENG 91 and 92 are recommended.)				

# ENGLISH

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ENG 100 – Grammar</b>	3	0	0	3
Required of all beginning office technology students. Special emphasis is placed on grammar, spelling, punctuation, diction, and sentence structure. Prerequisite: None				
<b>ENG 121 – Grammar and Composition I</b>	3	0	0	3
Designed to aid the student in the improvement of self-expression and to introduce the student to the differences between academic writing and business/technical writing. The approach is functional with an emphasis on the use of proper grammar and style in business communications. The student will compose essays and a variety of business compositions (technical description, process paper, minutes, memos). Prerequisite: None				
<b>ENG 122 – Grammar and Composition II</b>	3	0	0	3
A continuation of ENG 121. Emphasis is placed on applying the basic concepts of correct diction and style in the writing of business communications and on acquiring research skills. Prerequisite: ENG 121				
<b>ENG 123 – Technical Writing</b>	3	0	0	3
A continuation of ENG 122. Emphasis is placed on the writing of reports and proposals and creating visuals. Research skills acquired in ENG 122 will be applied. Prerequisite: ENG 122				
<b>ENG 151 – Composition and Rhetoric</b>	5	0	0	5
Reading, analyzing, and developing the written essay. Emphasis on developing critical thinking and writing skills. Introduction to library skills and the research paper. Prerequisite: None (ENG 91, 92 and/or ENG 93 may be recommended)				
<b>ENG 152 – Composition and Literature</b>	5	0	0	5
Development of the critical essay. An introduction to the critical analysis of narrative prose, poetry, and drama. Prerequisite: ENG 151				
<b>ENG 251 – Creative Writing: Fiction</b>	5	0	0	5
A basic workshop course in fiction writing, geared to the needs and interests of student writers. Informal class discussion of student work and individual conferences with instructor. Selected readings of short stories and the techniques of writing fiction. Prerequisite: ENG 152 or permission of instructor				
<b>ENG 252 – Creative Writing: Poetry</b>	5	0	0	5
A basic workshop course in poetry writing, geared to the needs and interests of students. Informal class discussions of student work and individual conferences with instructor. Selected readings of poems and the techniques of prosody. Prerequisite: ENG 152 or permission of instructor				
<b>ENG 1102 – Professional Communication I</b>	3	0	0	3
Primarily a composition course emphasizing sentence structure, paragraph construction, and the business letter. Prerequisite: None				
<b>ENG 1103 – Professional Communication II</b>	3	0	0	3
Designed to improve the student's skill in oral communication in both occupational and personal situations. Prerequisite: None				

ENGLISH  
(HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>ENG 261 – English Literature I</b> The study of English literature from Beowulf to the Romantic Period. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
<b>ENG 262 – English Literature II</b> A study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
<b>ENG 263 – American Literature I</b> A survey of representative American writers from the Colonial Period to 1865. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
<b>ENG 264 – American Literature II</b> A survey of representative American writers from 1865 until the present. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
<b>ENG 265 – World Literature I</b> A survey of world literature from ninth century B.C. to the Renaissance. Prerequisite: ENG 152 or permission of instructor.	5	0	0	5
<b>ENG 266 – World Literature II</b> A survey of world literature from the Renaissance to the present. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
<b>ENG 272 – Film Appreciation and History</b> This course provides introductory film experiences and attempts to develop a visual literacy that will enable students to view films selectively and critically. The course will provide background on film terminology and history. The relationships between cinematic form and content will also be examined. Prerequisite: ENG 152 or permission of instructor	5	0	0	5



# FIRE PROTECTION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>FIP 101 – Introduction to Fire Protection</b>	3	0	0	3
A study of the history and development of the fire protection movement. The roles of fire service personnel in fire protection as well as the application of fire protection principles to fire hazards are studied.				
Prerequisite: None				
<b>FIP 102 – Municipal Fire Protection</b>	3	0	0	3
A study of fire department organization, personnel management, and relationship with other city departments. Evaluation of public fire protection needs, financial factors, records and reports, equipment procurement policies, apparatus, tools, training needs and programs, maintenance needs and facilities, and other equipment necessary for modern fire protection are included.				
Prerequisite: None				
<b>FIP 104 – Fire Protection Codes and Standards</b>	2	0	3	3
A study of current building codes, fire protection codes and standards and their application with emphasis placed on the National Building Code, Fire Prevention Code, Life Safety Code, and other National Fire Codes. The exercises are designed to give the student experience in applying local and state codes to area businesses and industries.				
Prerequisite: None				
<b>FIP 115 – Fire Prevention Programs</b>	3	0	0	3
The principles and application of fire prevention related to the community and to industrial plants. The development and maintenance of fire prevention programs, educational programs, and inspection programs are included.				
Prerequisite: FIP 104				
<b>FIP 135 – Training Programs and Methods in Instruction</b>	4	0	0	4
A study of the purpose of fire service drills and training programs including the development and operation of a department's training program. Methods, staff selection, training, and facilities and equipment required for teaching are included.				
Prerequisite: FIP 115				
<b>FIP 201 – Arson Detection and Investigation</b>	3	0	3	4
The determination of causes of accidental and incendiary fires, fire losses, points of origin, location and preservation of physical evidence. Use of scientific equipment to determine types of accelerants. Emphasis is placed on courtroom procedure in presenting evidence.				
Prerequisite: None				
<b>FIP 205 – Industrial Fire Hazards</b>	3	0	3	4
A study of hazardous processes in industries such as plastics, furniture, tobacco, metal, textiles, etc., and the fire protection and precautions needed for their personnel and property are included. Fire hazards that are related to heating plants, electrical systems, and storage in all the above industries are presented.				
Prerequisite: FIP 101 or advisor approval				
<b>FIP 211 – Insurance Grading Schedules</b>	3	0	0	3
A study of methods of analyzing fire hazards and the effects of fire hazards on fire insurance rates.				
Prerequisite: FIP 104				
<b>FIP 216 – Chemical and Radiation Hazards</b>	3	2	0	4
A study of hazards encountered in chemical and petroleum businesses and industries, radiation hazards, effects of radiation on humans, exposure control, radiological instruments, operational and decontamination procedures, uses of radioactive material, transportation and storage of radioactive materials, and chemical and radioactive inspections.				
Prerequisite: None				

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|--|----------|----------|----------|----------|
| <b>FIP 218 — Hazardous Materials</b>   | <b>3</b> | <b>2</b> | <b>0</b> | <b>4</b> |
| Problems and precautions associated with safe storage and use of hazardous materials.  |          |          |          |          |
| Prerequisite: CHM 150  |          |          |          |          |
| <b>FIP 220 — Fire Fighting Strategy</b>  | <b>2</b> | <b>0</b> | <b>3</b> | <b>3</b> |
| The tactics and strategies in extinguishing fires with emphasis on pre-fire plans, mutual aid problems, techniques of using available equipment and manpower, conflagrations, and techniques of predicting fires by fuel analysis are studied.       |          |          |          |          |
| Prerequisite: FIP 102  |          |          |          |          |
| <b>FIP 225 — Fire Protection Law</b>   | <b>3</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| A study of law in relation to fire protection. Torts, terms, and contracts are studied by the case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, or performing other tasks are discussed. |          |          |          |          |
| Prerequisite: FIP 102  |          |          |          |          |
| <b>FIP 230 — Hydraulics and Water Distribution Systems</b>   | <b>3</b> | <b>2</b> | <b>0</b> | <b>4</b> |
| The mechanics of flow of fluids through fire hose, nozzles, and applicants, pumps, standpipes, water mains, and other devices.   |          |          |          |          |
| Prerequisites: MAT 151, PHY 122  |          |          |          |          |
| <b>FIP 231 — Sprinkler and Standpipe Systems</b>   | <b>3</b> | <b>0</b> | <b>3</b> | <b>4</b> |
| Types of sprinkler and standpipe systems, including system devices and their operation, advantages of sprinkler systems, codes governing installation, water supply requirements, testing inspection, and maintenance are included.                  |          |          |          |          |
| Prerequisite: FIP 230  |          |          |          |          |
| <b>FIP 235 — Inspection Principles and Practices</b>   | <b>3</b> | <b>4</b> | <b>0</b> | <b>5</b> |
| A study of the fundamentals of fire inspection including standards techniques of evaluation of hazards with practical recommendations. Lab reports include making maps and sketches of each building inspected for use in pre-fire planning.         |          |          |          |          |
| Prerequisite: FIP 104 or advisor approval  |          |          |          |          |
| <b>FIP 244 — Fire Alarm Systems</b>  | <b>3</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| A study of different principles and types of alarm systems, their application, installation and maintenance.   |          |          |          |          |
| Prerequisite: ELC 102  |          |          |          |          |
| <b>FIP 246 — Portable and Fixed Extinguishing Systems</b>  | <b>3</b> | <b>2</b> | <b>0</b> | <b>4</b> |
| A study of various types of portable and fixed extinguishing systems, their operation, installation and maintenance.   |          |          |          |          |
| Prerequisite: FIP 104  |          |          |          |          |

# **FRENCH (HUMANITIES)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>FRE 151 – Elementary French I</b>	5	0	0	5
A study of the basic elements of French. Fundamentals of grammar, drill in pronunciation, and special emphasis on reading and oral composition in the language. This sequence is designed for students with less than two units of high school French. Lab work is required in addition to daily lectures.				
Prerequisite: None				
<b>FRE 152 – Elementary French II</b>	5	0	0	5
A continuation of FRE 151. Lab work is required in addition to daily lectures.				
Prerequisite: FRE 151 or permission of instructor				
<b>FRE 251 – Intermediate French I</b>	5	0	0	5
An intermediate sequence designed to provide a systematic review of basic grammar and to further develop the skills of listening, speaking, reading, and writing French. Lab work is required in addition to daily lectures.				
Prerequisite: FRE 152 or permission of instructor				
<b>FRE 252 – Intermediate French II</b>	5	0	0	5
A continuation of FRE 251. Lab work is required in addition to daily lectures.				
Prerequisite: FRE 251 or permission of instructor				
<b>FRE 265 – French Conversation</b>	5	0	0	5
Emphasis on the systematic use of the oral language. All course work, including tests and final exam conducted in oral form. (No writing required. No lab.)				
Prerequisite: FRE 252 or permission of instructor				
<b>FRE 271 – Advanced French</b>	5	0	0	5
Intensive language training through the use of various materials in French: periodicals, literary selections, films, etc. Reading, composition and oral communication are emphasized.				
Prerequisite: FRE 252 or permission of instructor				

**GEOGRAPHY  
(PHYSICAL SCIENCE)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>GEO 151 – Introduction to Physical Geography I</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
An introductory physical geography course emphasizing the following: maps and their uses, earth-sun relationships, soils, and meteorology (temperature, atmospheric pressure and winds, moisture, condensation and precipitation, air masses and atmospheric disturbances) climatic classification and the hydrosphere. Laboratory exercises are correlated with lectures. Prerequisite: None				
<b>GEO 152 – Introduction to Physical Geography II</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
An introductory physical geography course emphasizing the following: continental drift and plate tectonics; landform construction; and landform destruction by various agents, including gravity, water, wind, ice, and waves. Laboratory exercises are correlated with lectures. Prerequisite: None				

**GEOGRAPHY  
(SOCIAL SCIENCE)**

<b>GEO 161 – Cultural Geography</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A study of world patterns of population distribution, ethnic, cultural and economic diversity, settlement, production and consumption, transportation, communication, and territorial organization. Interrelationships between man and his environment are emphasized throughout the course. Prerequisite: None				



HEALTH

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
HEA 151 — Personal and Community Health	5	0	0	5
The development of all aspects of personal and community health as in underlying science to clarify and support health education. Topics of discussion include nutrition, wellness, personal health, community health problems, and stress factors.				
Prerequisite: None				



**HISTORY**  
**(SOCIAL SCIENCE)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>HIS 151 – Western Civilization:From Prehistoric Time to 1650</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A survey of the forces responsible for the rise of the European states from prehistoric times; the ancient Near East; Greece; Rome and Middle Ages; the Renaissance; the Reformation; the 30 Years' War; and the Peace of Westphalia. Prerequisite: None				
<b>HIS 152 – Western Civilization: 1650 to the Present</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A survey of the development of constitutional government in England; absolute monarchy; the rise of Prussia and Russia; the Enlightenment; the French revolution and Napoleon; the Congress of Vienna; the Industrial Revolution; the political unification of Italy and Germany; World Wars I and II; the Cold War; and conditions since World War II. Prerequisite: None				
<b>HIS 161 – American History: From the Age of Discovery through the Civil War</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A survey of the history of the United States from the Age of Discovery through the Civil War with emphasis on political, economic, social, and cultural developments. Prerequisite: None				
<b>HIS 162 – American History:From the Civil War to the Present</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A survey of the history of the United States from the Civil War to the present with emphasis on political, economic, social, and cultural developments. Prerequisite: None				
<b>HIS 207 – The United States Since 1945</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
A survey of the political, social, economic, and cultural developments in the United States since 1945, with particular attention to the history of the problems facing the United States today. Prerequisite: None				
<b>HIS 260 – Spanish Civilization:Spain and Latin America</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
Cultural aspects of the Spanish-speaking nations. This course is taught in English. Not to satisfy the language requirement. Prerequisite: None				

JOURNALISM

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
JOU 151 – Introduction to Mass Communication	5	0	0	5
Theory, structure, content, functions, and audiences of the mass communication media in contemporary life. The historical development of the mass media, examining social and technological influences on current practices. Critical evaluation of the roles in providing news, opinions, entertainment, and advertising. Prerequisite: None				
JOU 251 – Introduction to Journalism	5	0	0	5
Fundamentals of news style, reporting, and ethics. Emphasis on journalistic elements, writing techniques, and story structure. Classroom discussion, laboratory writing, and seminars will cover material ranging from news, pictures, editorials, sports copy, headlines, and copy editing. Prerequisite: ENG 152 or permission of instructor				





## LEGAL EDUCATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>LEX 101 – Introduction to the Legal System</b>	3	0	0	3
This course provides an introductory overview of the federal and state legal systems, the evolution of the delivery of legal services and the lawyering process, and legal terminology. Such topics as investigation, litigation, legal ethics, paralegal duties, constitutional law, legal research, and statutory and case law will be studied. Upon completion, students will be able to name the sources of law, describe courtroom procedure, identify courts and their respective jurisdiction, and recognize unauthorized practice of law. Prerequisite: None				
<b>LEX 111 – Legal Research and Writing I</b>	3	2	0	4
A course designed to acquaint students with the methods of legal research and provide students a working familiarity with legal resource material and research aids. Emphasis is placed on developing skills and techniques in locating, analyzing, interpreting, and synthesizing constitutions, statutes, case law, and administrative regulations. The techniques of writing basic legal documents will be developed. Upon completion, students will be able to competently research legal problems on both the state and federal levels. Prerequisite: None				
<b>LEX 112 – Legal Research and Writing II</b>	2	0	3	3
A continuation of Legal Research and Writing I, this course further develops and enhances the student's ability to analyze legal authority, draft legal issues, and use an appropriate legal writing style. Upon completion, students will be able to write a legal memorandum, a trial brief, and an appellate brief. Prerequisite: LEX 111				
<b>LEX 113 – Family Law</b>	3	2	0	4
A study of the basic substantive law of the marital relationship, divorce, annulment, legal separation (court decreed and consensual), child custody, adoptions, guardianships, paternity, support and non-support of spouses and children, and procedures in contested and uncontested divorces. Emphasis will be on: the use of forms in family law matters; the preparation of pleadings, separation agreements, and proposed decrees; filing and notice requirements, interviewing and collecting data. Upon completion, students will be able to draft complaints and judgments relating to divorce, custody, support and equitable distribution, and to complete adoption forms. Prerequisite: None				
<b>LEX 117 – Criminal Law and Procedure I</b>	3	0	0	3
An examination of the historical development, philosophy, nature, societal purpose, and principles of substantive and procedural criminal law. The criminal process from arrest through trial will be studied, as well as the elements which comprise various crimes, with emphasis on criminal capacity; inchoate crimes; justification; and defenses. Upon completion, students will be able to analyze a fact situation and determine what, if any, crimes have been committed and the substantive and procedural defenses available to the person charged. Prerequisite: None				
<b>LEX 118 – Criminal Law and Procedure II</b>	3	0	0	3
A continuation of Criminal Law I focusing on classification of crime, substantive crime; elements of crime; and punitive sanctions. Upon completion, students will be able to explain the elements of specific offenses, such as those against property, habitation, and the person, and recognize the application of criminal law concepts in law enforcement as well as the parameters of punishment. Prerequisite: LEX 117				



<b>LEX 125 – Civil Procedure and Litigation I</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A study of the basic elements of civil procedure; including jurisdiction, venue, rules of pleading and the requirements of forms used in pleadings, discovery, pre-trial proceedings, procedural aspects of the trial, and post trial proceedings. Emphasis will be on the North Carolina and Federal Rules of Civil Procedure. Upon completion, students will be able to accomplish service of process and draft basic pleadings as well as use the Rules of Civil procedure with confidence. Prerequisite: None				
<b>LEX 126 – Civil Procedure and Litigation II</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>3</b>
This course is a continuation of Civil Procedure and Litigation I and involves the study of motion practice and discovery devices. Emphasis will be continued on the drafting of pleadings, as well as the preparation of discovery devices and pretrial motions. Upon completion of the course, students will be able to, with confidence, use the various discovery devices and to draft and serve motions. Prerequisite: None				
<b>LEX 201 – Trust, Estates, and Probate Law</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
A study of the concepts of and more common forms of wills and trust, including the laws of intestacy and probate administration. Emphasis will be given to the drafting and execution of wills and trust agreements, the forms and procedures of estate administration, estate taxation, the appointment and powers of fiduciaries, probate procedures, and fiduciary accountability; the concepts of estate planning and the collection of data required for appropriate estate administration and planning will be covered. Upon completion, students will be able to draft and probate simple wills, compute death taxes, identify types of wills and trusts, and administer estates and trusts. Prerequisite: None				
<b>LEX 204 – Investigation and Trial Preparation</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
This course introduces the student to the fundamentals of investigation; gathering, compiling, and the assembling of data for use by the prosecutor and attorneys in criminal and civil cases; investigative planning, techniques, and methodology, developing leads, locating witnesses, including expert witnesses, and collecting and preserving evidence, and evaluating evidence and determining its sufficiency and admissibility; obtaining records, crime and accident scene sketching and photography, and investigative report writing. Upon completion, students will be able to prepare questionnaires, interview witnesses, obtain criminal, motor vehicle, medical, and accident records, trace missing persons, and sketch scenes. Prerequisite: None				
<b>LEX 205 – Evidence</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
A study and analysis of the theory and rules governing the presentation of evidence in criminal and civil trials, including the function of the attorney, judge, and jury, the concepts of relevancy, judicial notice, character evidence, presumption and inference, competency, hearsay and the exceptions to its exclusion. The best evidence rule, impeachment and rehabilitation of witnesses, real and demonstrative evidence, expert and opinion evidence, and privileged communications will also be studied. Upon completion, students will be able to describe and explain the presentation of evidence process and the function of the trial participants as well as use with confidence the Rules of Evidence in the fact gathering process. Prerequisite: None				
<b>LEX 210 – Professional Responsibility</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
A study of the legal profession's obligations to clients, the courts and the public. This course will include the concepts of the ethics of the legal profession, ethical problems that may be encountered in the practice of law, with special emphasis on the unauthorized practice of law and the Code of Professional Responsibility. Upon completion, students will be able to identify and practice ethical standards affecting the paralegal, define and recognize the unauthorized practice of law, and relate the Code of Professional Responsibility to paralegal employment. Prerequisite: None				

LEX 211 – Law Office Management	3	2	0	4
A study of the objectives of law office management, the development and use of systems in the various types of law practice and the principles of efficient organization. Emphasis will be on: Office machine utilization (including computers), filing and indexing systems, case-load monitoring systems, timekeeping and bookkeeping systems, and accounting methods; selecting and supervising office personnel, the maintenance of ethical standards and professional responsibility; and the importance of developing appropriate client relationships and goodwill. Upon completion, student will be able to set up and maintain various law office systems, hire and supervise non-lawyer personnel, and monitor case progress. Prerequisite: None				
LEX 213 – Real Property Law I	3	2	0	4
A study of the fundamental principles of real estate law; including property rights and interests in land, possession problems, liens, estates, tenancies, conveyancing, recordation of title, and the documentation and procedures involved in establishing interests in real property. Emphasis will be given to the preparation of real property sale contracts, abstracts of title, title search and examination, deeds, bonds, notes, mortgages, deeds of trust, affidavits of title, and closing settlement documents. Upon completion, students will be able to identify personality, realty and fixtures, intangible interests of estate conveyed, and the requirements of deeds and explain the recording system. Prerequisite: None				
LEX 214 – Real Property Law II	2	0	6	4
This course is a continuation of Real Property Law I and involves the actual examination of real estate titles to determine ownership, encumbrances, liens and taxes. Emphasis will be establishing the chain of title, checking out conveyances and liens, checking taxes and assessments, and writing the opinion. The course will also cover real estate closings and documents. Upon completion, students will be able to trace chain of title, locate all liens, prepare forms for closing and write rough draft opinions of title. Prerequisite: LEX 213				
LEX 215 – Civil Wrongs (Tort Law)	5	0	0	5
A study of the basic principles of tort and insurance law, including: intentional torts, negligence, causation concepts, proximate cause, strict liability, products liability, employer's liability, workmen's compensation, nuisance, misrepresentation, fraud, defamation, wrongful death, malpractice, defenses to liability, tort immunity, damages, liability insurance, and casualty insurance. Emphasis will be on the usage forms, the drafting of pleadings, and the procedures in tort and insurance claims. Upon completion, students will be able to identify the elements of the various torts and prepare pleadings, discovery devices, and the settlement brochure. Prerequisite: None				
LEX 245 – Paralegal Internship	0	0	10	1
This course is designed to provide the student with an opportunity to observe and gain practical experience under the supervision of a lawyer, legal assistant, or other law office personnel. The student will meet with the instructor in periodic seminars to discuss and evaluate the progress in the practical experience as it relates to the philosophical and theoretical aspects of providing legal services. Upon completion, students will be able to understand law practice in general and put skills learned through classroom experience into practice. Prerequisites: Permission of the instructor and completion of 45 quarter hours in the Criminal Justice/Paralegal Technology program including LEX 101, 111, 112, 113, 117, 125, 126, 213, 215				

MATHEMATICS  
(DEVELOPMENTAL)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>MAT 71 – Basic Math Skills I</b>	5	0	0	(5)
This lecture oriented math course emphasized the basic skills of reading, adding, subtracting, multiplying, and dividing whole numbers, fractions, and measurement with appropriate practical applications. Prerequisite: None				
<b>MAT 72 – Basic Math Skills II</b>	5	0	0	(5)
A continuation and extension of the concepts covered in MAT 71. This additional quarter of study allows more time for the practice and understanding of these concepts. Some approaches are repeated while different attacks are incorporated to insure that the student will gain the speed and skill necessary to become proficient. Prerequisite: MAT 71				
<b>MAT 73 – Basic Math Skills III</b>	5	0	0	(5)
A continuation of MAT 71. This lecture oriented course stresses the fundamental skills relating to decimals, ratio and proportion, and percents, metric measurements, their application for personal and business use. Prerequisite: MAT 71				
<b>MAT 81 – Mathematics I</b>	5	0	0	(5)
This course stresses the development of skills in reading numerals and decimals; rounding whole numbers and decimals; prime and composite numbers; addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, decimals, and percent. Practical applications will be included. Prerequisite: None				
<b>MAT 82 – Mathematics II</b>	5	0	0	(5)
A continuation of MAT 81 stressing the development of skills relating to percent, fractions, and decimals including appropriate applications to business. Topics include bank statements, English and metric systems of measurement, percentage, rate of increase or decrease, commission, and taxes. Prerequisite: MAT 81				
<b>MAT 83 – Mathematics III</b>	5	0	0	(5)
A continuation of MAT 82 stressing practical applications of mathematics to payrolls, simple and compound interest, price marking, discounts, taxes, installment buying, and other consumer problems. Prerequisite: MAT 82				
<b>MAT 84 – Pre-Algebra</b>	5	0	0	(5)
MAT 84 is designed to help students with little or no background in Algebra to prepare for MAT 91 (Beginning Algebra I). Topics include order of operations, sign numbers, real numbers and their properties, simplifying algebraic expressions, and simple linear equations. This course is self-paced, as is the rest of the 80's series. Students may wish to take MAT 81, MAT 84 and then MAT 91. Prerequisite: None				
<b>MAT 91 – Beginning Algebra I</b>	5	0	0	(5)
This course is the first of a three quarter study of beginning algebra. Topics include the fundamental operations of real numbers and their properties, first degree equations and inequalities, formulas, word problems, exponents, operations on polynomials, factoring polynomials and solving quadratic equations by factoring. Prerequisite: None				



**MAT 92 – Beginning Algebra II** 5 0 0 (5)

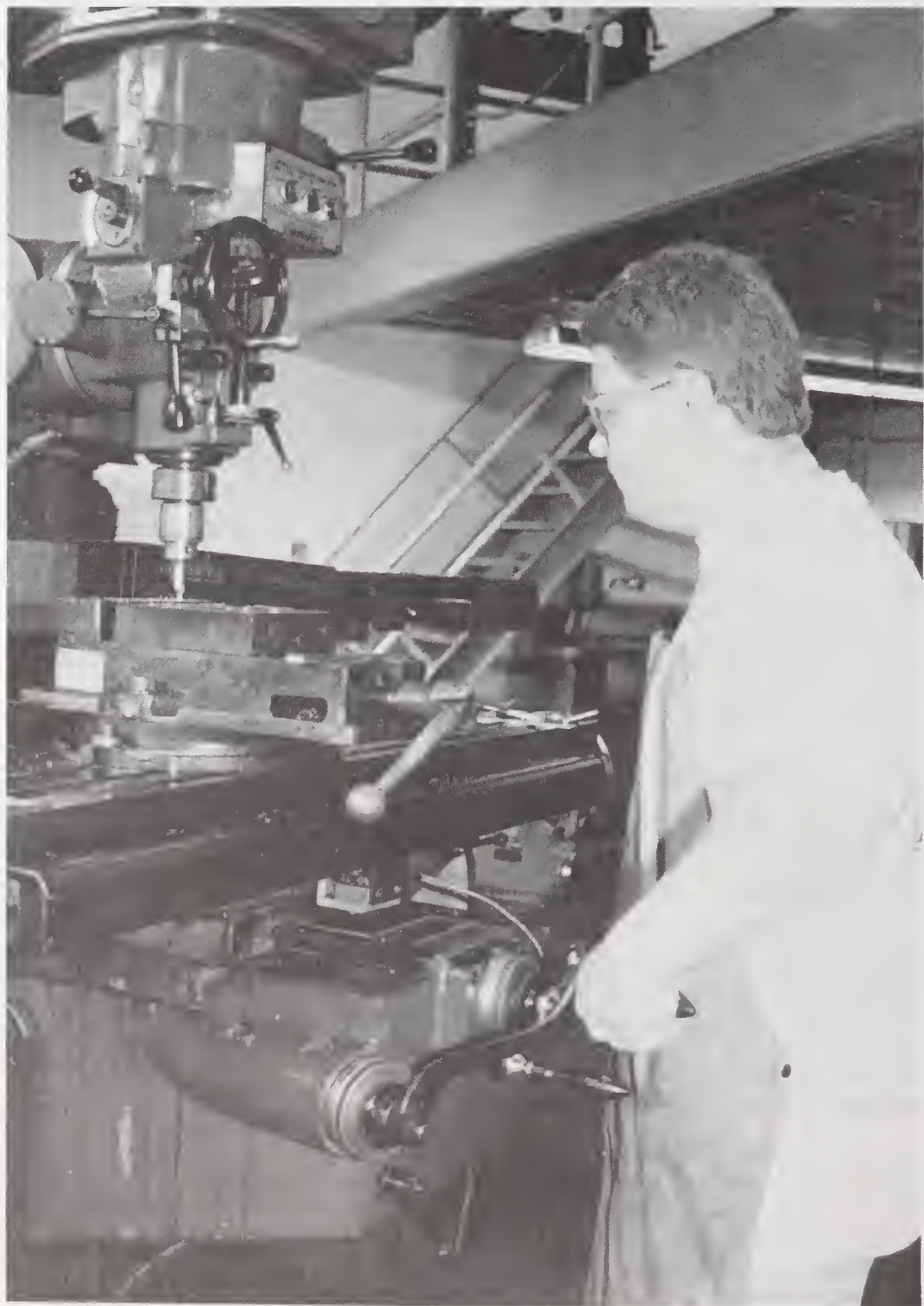
This course is the second of a three quarter study of beginning algebra. Topics include rational expressions, linear equations and inequalities, exponents, roots, radicals, complex numbers and nonlinear equations and inequalities.

Prerequisite: MAT 91 or permission of instructor

**MAT 93 – Beginning Algebra III** 5 0 0 (5)

This course is the third of a three quarter study of beginning algebra. Topics include graphing linear equations and inequalities, functions and related curves, systems of equations and inequalities, determinants, Cramer’s Rule, Exponential and logarithm functions.

Prerequisite: MAT 92 or permission of instructor





## MATHEMATICS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>MAT 105 – Math for Health Science</b>	1	0	0	1
The purpose of MAT 105 is to provide the health science student with a systematic review of mathematics, ratio and proportion, metric, household and apothecaries’ conversions, and a simplified method of calculating drug dosage. Prerequisite: Enrollment in a Health Science Program				
<b>MAT 121 – Introduction to Technical Mathematics</b>	5	0	0	5
This course offers a brief review of number systems; operations with real numbers; equations; polynomials; factoring; graphing; linear equations; systems of equations and square roots. Designed for the student who has little previous background in algebra. Calculators may be used. Prerequisite: One (1) year of high school algebra or permission of instructor				
<b>MAT 122 – Technical Mathematics I</b>	5	0	0	5
This course offers an introduction to the trigonometric ratios and their application to solving right and oblique triangles. Other topics include vectors, trigonometric graphs, exponents and radicals, complex numbers, and exponential and logarithmic functions and equations. Prerequisite: MAT 121 or permission of instructor				
<b>MAT 123 – Technical Mathematics II</b>	5	0	0	5
This course is a continuation of MAT 122. Topics include nonlinear systems of equations, equations of higher degree, determinants and matrices, inequalities, sequences and series, basic trigonometric identities, and analytic geometry. Prerequisite: MAT 122				
<b>MAT 124 – Technical Mathematics III</b>	5	0	0	5
This course is a continuation of MAT 123. Topics include the derivative and its applications, integration, applications of integrations, differentiation of transcendental functions, methods of integration, series expansions, and differential equations. Prerequisite: MAT 123				
<b>MAT 133 – Elementary Statistics</b>	5	0	0	5
An introduction to statistics covering the following topics: random sampling, frequency distributions, median, mean, standard deviation, graphic representation of data, introduction to probability, the normal distribution, central limit theorem, testing of statistical hypotheses, and correlations. Upon completion, the student will be able to analyze, interpret, and draw valid conclusions from simple statistical data gathered by public agencies. Prerequisite: 2 units of high school algebra or MAT 93 or MAT 121				
<b>MAT 151 – Contemporary College Mathematics I</b>	5	0	0	5
This course is designed to introduce to the general or liberal arts student broad areas of mathematics which have contributed to civilization and which may be utilized by him/her in his/her endeavors. Major topics include an introduction to sets, logic, probability, statistics, the metric system, algebra and computers. Prerequisite: One (1) unit of high school algebra or MAT 92				
<b>MAT 152 – Contemporary College Mathematics II</b>	5	0	0	5
This course is a continuation of MAT 151. Major topics include an introduction to permutations, combinations, abstract mathematical systems, numeration systems, the real number system, analytic geometry, plane geometry, and consumer mathematics. Prerequisite: MAT 151				

<b>MAT 161 – College Algebra</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course offers a brief introduction to set notation, development of the real number system, and a rapid review of elementary algebra. Major topics include functions and their graphs including linear, polynomial, rational, exponential and logarithmic functions, conic sections and their graphs; theory of equations and inequalities, matrices and determinants, and Cramer’s Rule. Additional topics include sequences and series, the binomial theorem and mathematical induction.				
Prerequisite: Two (2) units of high school algebra, MAT 93, or equivalent				
<b>MAT 162 – Trigonometry</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course offers an introduction to the unit circle approach to trigonometry. Topics include analytical and graphical study of the properties and applications of the trigonometric functions; the study of vectors, complex numbers, the polar coordinate system, inverse trigonometric functions, and the application of logarithms. Additional topics may include parametric equations and rotation of the graphs of general second degree equations.				
Prerequisite: MAT 161 or equivalent				
<b>MAT 250 – Introductory Statistics</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>
This course relates general concepts and methods in statistics with applications to contemporary life. Topics include statistical thought, descriptive statistics, elementary probability, random variables and probability distributions, problems of sampling and inference, estimation and hypothesis testing (large and small samples), p-values, confidence intervals, linear regression and correlation, normal, binomial, Poisson, other selected distributions, and various basic statistical techniques. Laboratory time may be used to meet the needs of the student in his interests or chosen field as time will permit.				
Prerequisite: MAT 161 or equivalent				
<b>MAT 261 – Calculus and Analytic Geometry I</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course is the first of a four quarter study of analytic geometry and calculus. The topics include: the analytic geometry of the line and circle; functions and graphs; the unit circle approach to trigonometry; limits and continuity including the epsilon-delta approach; the derivative of algebraic and trigonometric functions; applications of the derivative to curve sketching and to problems of maxima and minima and related rates; differentials and the applications of differentials; Rolle’s Theorem; the Mean Value Theorem; an introduction to the integral; and The Fundamental Theorem of Integral Calculus.				
Prerequisites: MAT 161 and MAT 162 or equivalent				
<b>MAT 262 – Calculus and Analytic Geometry II</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course is the second of a four quarter study of analytic geometry and calculus. The topics include: the application of integrals to area problems, volumes of solids, arc length, work, force, moments and center of mass; differentiation, integration and applications of exponential, logarithmic, hyperbolic functions and their inverses; differentiation, integration and applications of inverse trigonometric functions; techniques of integration, indeterminate forms; improper integrals, and numerical integration.				
Prerequisite: MAT 261 or equivalent				
<b>MAT 263 – Calculus and Analytic Geometry III</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course is the third of a four quarter study of analytic geometry and calculus. The topics include: infinite series with tests for convergence, divergence, and conditional convergence; series of functions; differentiation and integration of series; the Taylor, Maclaurin and binomial series; the analytic geometry of the ellipse, parabola and hyperbola including translation and rotation of axes; polar coordinates and graphs including derivatives, integrals and applications; parametric equations; vectors in the plane and applications; and vectors in space; analytic geometry in space; velocity, acceleration and curvature; quadric surfaces; and cylindrical and spherical coordinates.				
Prerequisite: MAT 262 or equivalent				

<b>MAT 264 – Calculus and Analytic Geometry IV</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course is the fourth of a four quarter study of analytic geometry and calculus. The topics include: functions of two or more variables, partial derivatives including approximations by differentials, maxima and minima, and directional derivatives; multiple integrals and their applications; vector calculus including Green’s Theorem and Stokes’ Theorem; and differential equations and their applications. Prerequisite: MAT 263 or equivalent				
<b>MAT 265 – Differential Equations</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A study of first-order differential equations and their applications; linear equations of higher order; applications of second-order equations, including simple harmonic motion, damped motion, and forced motion; equations with variable coefficients, Laplace transforms, systems of linear equations and their applications. Numerical methods are also included. Prerequisite: MAT 264				
<b>MAT 1101 – Fundamentals of Mathematics</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course includes an analysis of basic operations: addition, subtraction, multiplication, and division; a study of whole numbers, fractions, decimals, and percentages. Special topics may be covered with application to a select subject area. Applications will include formulas used in trades. Prerequisite: Satisfactory scores on placement tests				
<b>MAT 1102 – Applied Mathematics</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
A continuation of MAT 1101. This course emphasizes basic algebra and geometry. Topics include introduction to algebraic expressions, polynomials, solving equations and their application, fundamental geometric properties and definitions, plane and solid figures, construction of lines, angles, and plane figures including area and volume. Geometric principles are applied to shop operation. Numerical methods are also included. Prerequisite: MAT 1101 (for machinists students only)				
<b>MAT 1122 – Machinist Mathematics I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course is designed to acquaint the machinist with the mathematical tool most useful to the trade. The area of Metric Measurement, Ratio and Proportions, Basic Trigonometry and Fundamental Geometry are utilized in the application of practical machine trade problems. Prerequisite: MAT 1102				



## MECHANICAL

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>MEC 1102 – Machine Shop Theory and Practice</b>	3	0	12	7
An introduction to the assembly of parts, fits, hand broachs, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.				
Prerequisites: MEC 1113, 1114, 1115				
<b>MEC 1103 – Machine Shop Theory and Practice</b>	3	0	15	8
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tales, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws.				
Prerequisite: MEC 1102				
<b>MEC 1104 – Machine Shop Theory and Practice</b>	3	0	12	7
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.				
Prerequisite: MEC 1103				
<b>MEC 1112 – Machine Shop Practice</b>	1	0	3	2
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.				
Prerequisite: None				
<b>MEC 1113 – Machine Shop Safety and Handtool</b>	2	0	3	3
To instruct individuals that have had no formal training in the operation and proper use of standard basic machine tools. This would encompass safety, hand tool grinding, the operation of the drill press, lathe, milling machine and precision grinders. To additionally give upgrading information to anyone desiring to expand his or her knowledge in the use of a specific standard machine tool or tools.				
Prerequisite: None				
<b>MEC 1114 – Introduction to Engine Lathes</b>	1	0	3	2
A continuation of MEC 1113 expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines. Safety and normal procedures will be stressed.				
Prerequisite: MEC 1113				
<b>MEC 1115 – Introduction to Milling Machines</b>	0	0	9	3
A continuation of MEC 1114 expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines, precision grinding and cutter grinding, safety and normal procedures will be stressed.				
Prerequisite: MEC 1114				
<b>MEC 1118 – Introduction to Metals</b>	3	2	0	4
This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metals. Explains the material designation system, classifications of steels, trade names and cross reference information for comparable materials. Common shop terms used in treatment of metals will be explained.				
Prerequisite: None				

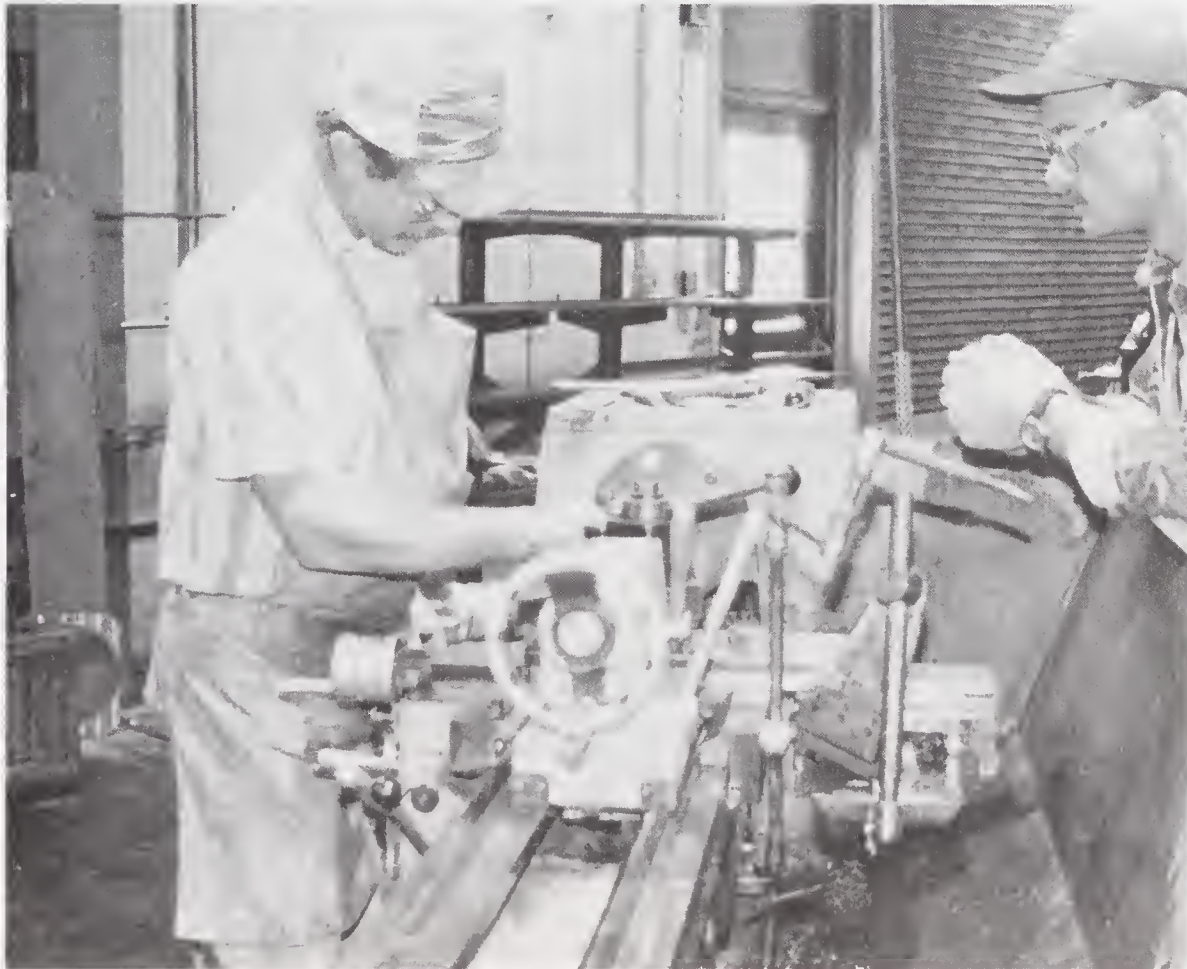


**MEC 1119 – Applied Metallurgy** 2 0 3 3  
 Covers practical metallurgy theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment will be performed on sample materials with emphasis on low and high carbon steels. Relationships between part design and heat treatment will be applied. Testing equipment for verification of correct treatment will be used.  
 Prerequisite: MEC 1118

**MEC 1120 – Introduction to CNC Machining** 2 0 3 3  
 To introduce the learner in the history, setup, operation and programming of numerical and computer numerical controlled machine tools. Concepts, capabilities and applications of CNC are to be explored. Operator controls and indicators, operations in setup, M.D.I., and automatic operation modes. Tool holders and changers will be discussed. Different machine cycles such as: looping, drill cycles, boring, milling, pocket milling, etc. will be shown. Safety and machine protection will be stressed at all times.  
 Prerequisite: None

**MEC 1121 – Computer-Aided Machining** 1 2 0 2  
 A study of computer-aided machining using off-line computers and CAM software to prepare a drawing of simple parts and generate the numerical control codes necessary to machine parts on a CNC vertical milling machine or lathe. Each student will prepare job plans, make tooling file, describe the part and generate CNC codes. These files will be transferred to the appropriate machine tool where the part will be made.  
 Prerequisite: MEC 1120

**MEC 1141 – Sheet Metal Fabrication** 0 0 6 2  
 Many forms of ducts and pipe intersections formed, transitions, elbow construction, and other sheet metal projects. Shop procedures learned and all sheet metal equipment such as rolls, breaks, shears, stakes, formers utilized. The student becomes proficient in the use of hand tools and operations such as seaming, crimping, riveting, soldering, and measuring.  
 Prerequisite: DFT 118



MARKETING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>MKT 232 – Sales Development and Management</b>	5	0	0	5
A practical and theoretical study of the techniques of making a sale. Emphasis is placed on planning, presenting, and closing the sale. Role playing and simulations are integral parts of this course. Also, roles and activities of sales management will be studied using text and cases.				
Prerequisite: 2nd year standing or permission of instructor				
<b>MKT 239 – Marketing</b>	5	0	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.				
Prerequisites: BUS 161, ECO 161				
<b>MKT 243 – Advertising Management</b>	5	0	0	5
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media and producing a TV ad.				
Prerequisite: MKT 239 or MKT 245 or permission of instructor				
<b>MKT 245 – Retail Management</b>	5	0	0	5
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.				
Prerequisite: None				





## MEDICAL LABORATORY TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Clinic	Hours Credit
<b>MLA 100 — Orientation to Medical Technology</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
An introduction to the field of medical technology. This course will introduce persons who have a basic interest in medical technology to various aspects of applied laboratory medicine. The course will present laboratory organization, career opportunities, related fields, fundamental laboratory procedures, medical terminology, and professional education and training of those who work in the clinical laboratory.				
Prerequisite: Admission to MLT Program or permission of instructor.				
<b>MLA 101 — Introduction to the Clinical Laboratory</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Fundamental concepts and techniques of the clinical laboratory; basic skills in blood collecting techniques; quality control measurements; identification, care and use of laboratory equipment; study of interactions between technician, patient, doctors and nurses; laboratory mathematics and preparation of reagents.				
Prerequisite: MLA 100				
<b>MLA 102 — Hematology I</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>7</b>
Study of the formation and morphology of the cellular elements of the blood; blood counts and staining techniques. A review of the urinary system and study of the physical, chemical and microscopic elements of the urine.				
Prerequisite: MLA 101				
<b>MLA 104 — Principles of Organic and Biochemistry</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
Introduction to the fundamental principles of organic chemistry and of biochemistry. Emphasis is placed on structure and nomenclature of organic compounds, carbohydrate, lipid, protein, and nucleic acid chemistry. Basic enzyme, hormone, and vitamin structure and function will be introduced.				
Prerequisites: CHM 161, 162 and MLA 101				
<b>MLA 201 — Hematology II</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Emphasis is on the abnormalities of the blood cells in hematological disorders; discussion of various anemias and leukemias; concepts of the coagulation mechanism and causes and identification of hemorrhagic diseases.				
Prerequisite: MLA 102				
<b>MLA 202 — Clinical Chemistry I</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
Study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variations in health and disease; study of gravimetric, titrimetric, colorimetric, spectrophotometric; and automated procedures.				
Prerequisites: CHM 161, 162 and MLA 101, 104				
<b>MLA 204 — Clinical Chemistry II</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
Continuation of the study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variation in health and disease.				
Prerequisite: MLA 202				
<b>MLA 207 — Clinical Microbiology I</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>7</b>
Study of the history, classification and morphology of bacteria; introduction to study and identification of the pathogenic bacteria; study of aerobes and anaerobes. Basic concepts of the antigen-antibody reaction: Immunological techniques used in serodiagnostic testing include precipitation, agglutination, flocculation, and complement fixation procedures.				
Prerequisite: MLA 100				
<b>MLA 208 — Clinical Microbiology II</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Study of the history, classification and morphology of parasites, fungi and yeasts, and viruses and study of their pathogenesis in man.				
Prerequisite: MLA 207				

<b>MLA 210 – Immunohematology</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
As introduction to blood banking covering blood groups and types, compatibility testing and processing of blood for transfusions.				
Prerequisite: MLA 207				
<b>MLA 212 – Professional Development Seminar</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course is designed to assist the MLT student in adjusting to the professional responsibilities that will be faced in the Clinical Practice courses (MLA 218, 220, 222) and as a certified MLT. Areas covered include CPR, communication skills, employment skills, review of basic phlebotomy, and Clinical Practice policies.				
Prerequisite: Satisfactory completion of all first through fourth quarter courses in MLT curriculum.				
<b>MLT 218 – Clinical Practice</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>13</b>
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of a laboratory supervisor.				
Prerequisite: MLA courses MLA 100 thru MLA 212				
<b>MLA 220 – Clinical Practice</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>13</b>
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of a laboratory supervisor.				
Prerequisite: MLA 218				
<b>MLA 222 – Clinical Practice</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>6</b>
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of a laboratory supervisor. Prerequisite: MLA 220				
<b>MLA 224 – MLT Transition Course for CLA's</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
Survey course designed to allow certified graduates of an accredited Clinical Laboratory Assistant (CLA) Program to upgrade their knowledge and skills to an Associate Degree in Medical Laboratory Technology. New technology in the laboratory field will be presented.				
Prerequisite: Satisfactory completion of all Medical Laboratory Technology admissions criteria. Successful completion of an accredited Clinical Laboratory Assistant (CLA) Program, certification as a CLA with a national certification agency such as ASCP or equivalent, and six (6) years experience as a CLA in a clinical laboratory.				



MUSIC  
(FINE ARTS)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>MUS 153 – Beginning Music Skills</b>	5	0	0	5
A general survey of the basic materials of music, including notation, listening experiences, sight-singing, keyboard and related activities. Emphasis will be placed on teaching techniques. The course is designed for students who wish to increase their knowledge of music. Prerequisite: None				
<b>MUS 156 – Chamber Music Lab</b>	0	2	0	1
To be offered on demand to students with special performance interests. Examples of activities which can occur under this heading are participation in the production of a musical, madrigal singer, chamber opera, recorder ensemble, brass quintet, woodwind quintet, string ensemble, jazz combo, stage band, and other similar groups. The course may be repeated two time. Prerequisite: None				
<b>MUS 157 – Community Band</b>	0	2	0	1
This course involves the practice and performance of literature for wind ensemble or band from a variety of sources both popular and classical. The band meets one night each week and consists of both community members and students enrolled at CCCC. Those students who are enrolled in the college may get ensemble credit for their attendance and performance with the band on a quarterly basis. The course may be taken three times for credit. Prerequisite: Permission of the Music department				
<b>MUS 158 – Community Chorus</b>	0	2	0	1
An evening chorus open to both traditional and non-traditional students, specializing in the performance of large-scale choral works from all periods of the literature. The chorus may be repeated two (2) times for additional credit. Prerequisite: None				
<b>MUS 159 – CCCC Chorus</b>	0	2	0	1
The performance of choral works from popular and classical sources with an emphasis on improving the student's ability to read and sing music. This course may be taken three times for credit. Prerequisite: None				
<b>MUS 161 – Music Appreciation</b>	5	0	0	5
Introduction to the basic materials of music and the utilization of these materials in the understanding and enjoyment of music of different styles and periods. Emphasizes development of aural awareness. Prerequisite: None				
<b>MUS 162 – Class Instruction in Voice</b>	0	2	0	1
A study of the fundamentals of vocal production taught through vocal exercises and some vocal literature. Emphasis on singing. Prerequisite: None				
<b>MUS 167 – Survey of Music to 1820</b>	3	0	0	3
This course is designed to familiarize students with the sounds of early music up through the works of Haydn, Mozart, and Beethoven and with the composers, theorists, instruments and performers who shaped such music. Emphasis will be placed on listening and on establishing an historical and cultural context for the sounds being heard. Pre-Music majors will be required to pass a listening exam at the end of the course. Prerequisite: None				

- |  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>MUS 168 – Survey of Music, 1820-1920</b>  | <b>3</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| This course is designed to familiarize students with the sounds of music from the time of Schumann, Schubert, and Mendelssohn through the music produced before the First World War by Debussy, Stravinsky and Schoenberg. Listening to music will be emphasized as well as establishing an historical and cultural setting for the sounds being heard. Pre-Music majors will be required to pass a listening exam at the end of the course.   |          |          |          |          |
| Prerequisite: None   |          |          |          |          |
| <b>MUS 169 – Survey of Music from 1920</b>   | <b>3</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| This course is designed to familiarize students with the music of the twentieth century, from the end of World War I through the growth of popular musics like jazz and including the rise of American composers and the experimental musics since 1950. Listening will be emphasized as well as establishing an historical and cultural background for the sounds being heard. Pre-Music majors will be required to pass a listening exam at the end of the course.   |          |          |          |          |
| Prerequisite: None   |          |          |          |          |
| <b>MUS 171 – Musicianship I</b>  | <b>1</b> | <b>4</b> | <b>0</b> | <b>3</b> |
| An elementary course in music theory and the principles underlying all music, including music terminology, notation, harmony, melody, and rhythm. Development of sight-singing and keyboard skills, beginning with thorough training in scales, intervals, and rhythmic patterns. Required for Pre-Music students.   |          |          |          |          |
| Prerequisite: None   |          |          |          |          |
| <b>MUS 172 – Musicianship II</b>   | <b>1</b> | <b>4</b> | <b>0</b> | <b>3</b> |
| A continuation of MUS 171, including the writing of music in various styles and harmonic studies through diatonic chords. Required for Pre-Music Students.   |          |          |          |          |
| Prerequisite: MUS 171 or permission of instructor  |          |          |          |          |
| <b>MUS 173 – Musicianship III</b>  | <b>1</b> | <b>4</b> | <b>0</b> | <b>3</b> |
| A continuation of MUS 172, up to and including the study of secondary dominant seventh chords and simple modulation. Required for Pre-Music students.  |          |          |          |          |
| Prerequisite: MUS 172 or permission of instructor  |          |          |          |          |
| <b>MUS 174 – Songwriting/Composition</b>   | <b>0</b> | <b>2</b> | <b>0</b> | <b>1</b> |
| A study of elementary forms and traditional approaches to the organization of melody, rhythm, harmony, timbre, etc. Students will be expected to create and write out musical examples.  |          |          |          |          |
| Prerequisite: Permission of instructor   |          |          |          |          |
| <b>MUS 181 – Class Piano I</b>   | <b>0</b> | <b>2</b> | <b>0</b> | <b>1</b> |
| This course offers a basic introduction to the piano and electronic keyboards through group instruction in a music keyboard laboratory. Students will learn to play major and minor scales in key signatures of up to three sharps or flats. They will learn to use the tonic, subdominant, and dominant chords and to play arpeggios based on these chords. They will be able to accompany melodies in a variety of styles. Individual and group improvisation as well as group performance will be stressed. Various forms of music will be studied, and students will be expected to perform and/or improvise around these formal structures. |          |          |          |          |
| Prerequisite: None   |          |          |          |          |
| <b>MUS 182 – Class Piano II</b>  | <b>0</b> | <b>2</b> | <b>0</b> | <b>1</b> |
| This course is a continuation of Class Piano I. Students will learn to play major and minor scales in key signatures of up to five sharps or flats. They will learn to use the supertonic and leading-tone chords and to incorporate them into their accompaniment patterns. Individual and group improvisation as well as group performance will be stressed. Various forms of music will be studied, and students will be expected to perform and/or improvise around these formal structures.   |          |          |          |          |
| Prerequisite: MUS 181  |          |          |          |          |
| <b>MUS 183 – Class Piano III</b>   | <b>0</b> | <b>2</b> | <b>0</b> | <b>1</b> |
| This course is a continuation of Class Piano II. Students will learn to play all major and minor scales. They will learn to use the mediant and submediant chords and to incorporate them into their accompaniment patterns. Individual and group improvisation as well as group performance will be stressed. Various forms of music will be studied, and students will be expected to perform and/or improvise around these formal structures.   |          |          |          |          |
| Prerequisite: MUS 182  |          |          |          |          |

**MUS 191, 192, 193 – Lower Level Applied Music, Private**

Lessons	1	0	0	1
One hour lesson per week on appropriate technical studies and pieces from the major style periods. Two pieces in contrasting styles will be prepared for public performance and/or jury exams.				
Register in one of the following areas:				
Instrument				Suffix
Piano				P
Voice				V
Brass				B
Woodwinds				W
Strings				S
Organ				R
Classical Guitar				G
Drums/Percussion				D
Prerequisite: Successful audition and permission of instructor. These classes are not available for audit.				

**MUS 253 – Music of the Theater**

	5	0	0	5
A survey of music literature for the general student. Selected works from the field of opera, vocal music and broadway plays. Emphasis on style and authentic performance practices.				
Prerequisite: None				

**MUS 257 – Community Band**

	0	2	0	1
A continuation of MUS 157.				
Prerequisite: MUS 157				

**MUS 258 – Community Chorus**

	0	2	0	1
A continuation of MUS 158. The course may be repeated two times.				
Prerequisite: MUS 158 or permission of instructor				

**MUS 259 – CCCC Chorus**

	0	2	0	1
A continuation of MUS 159. The performance of choral works from popular and classical sources. This course may be taken three (3) times for credit.				
Prerequisite: MUS 159 or permission of instructor				

**MUS 271 – Musicianship IV**

	2	2	0	3
An intermediate course in music theory and the principles underlying all music, including music terminology, harmony and form. Specific areas of study include rondo form and variation forms, non-dominant seventh chords, the Neapolitan chord and augmented sixth chords. Further development of sightsinging and keyboard skills. Required for Pre-Music majors.				
Prerequisites: MUS 171, 172, 173				

**MUS 272 – Musicianship V**

	2	2	0	3
An intermediate course in music theory and the principles underlying all music, including music terminology, form and harmony. Specific areas of study include two-voice counterpoint, fugue, sonata-allegro design and ninth, eleventh and thirteenth chords.				
Prerequisite: MUS 271				

**MUS 273 – Musicianship VI**

	2	2	0	3
An advanced course in music theory and the principles underlying all music, including music terminology, form and harmony. Specific areas of study include variable tonal relations, harmonic ambiguity, Impressionism, twentieth-century melody and harmony, tonality and atonality, and formal processes in twentieth-century music.				
Prerequisite: MUS 272				



MUS 291,292,293 – Upper Level Applied Music, Private

Lessons 1 0 0 1

One hour lesson per week on appropriate technical studies and pieces from the major style periods. Two pieces in contrasting styles will be prepared for public performance and/or jury exams. A half recital is required with MUS 293.

Register in one of the following areas:

Instrument	Suffix
Piano	P
Voice	V
Brass	B
Woodwinds	W
Strings	S
Organ	R
Classical Guitar	G
Drums/Percussion	D

Prerequisite: MUS 193, these classes are not available for audit





# NURSING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
<b>NUR 100 — Nursing Transition</b>	3	2	0	4
A course designed to enable the licensed practical nurse to demonstrate proficiency in nursing suitable for awarding of advanced standing in the Associate Degree Nursing Program. Areas of content include the role and scope of practice of the registered nurse, nursing process and care planning, communication, group process, and care of clients with alterations in homeostasis, and physical assessment of the adult.				
Prerequisite: Satisfactory completion of Nursing Transition Admission Criteria				
<b>NUR 101 — Fundamentals of Nursing</b>	6	0	9	9
A sequence of planned learning experiences designed to develop the basic knowledge, understanding, and skills of nursing care. Directed toward aiding the development of skill in human relationships; imparting knowledge of the importance of physical, chemical, and bacteriological hazards in the environment of the individual; learning to observe, identify, report, and record significant information accurately and objectively; developing skill in the problem-solving process; and knowing the philosophy, objectives, and purpose of the Associate Degree Nursing Program and how it is related to other patterns in basic nursing education. This course will also serve to introduce the student to school life and study emphasizing techniques of learning, student life, academic regulations, and assist them in understanding the objectives and function of Coastal Carolina Community College as it relates to the State, the community and the student.				
Prerequisite: Admission to ADN Program				
<b>NUR 102 — Nutrition</b>	2	0	0	2
This course presents a study of basic facts from the field of nutrition with emphasis on application to the planning of balanced diets to meet the needs of individuals in various life stages. The responsibilities of health workers in promoting good nutrition is stressed.				
Prerequisite: Admission to ADN Program				
<b>NUR 103 — Introduction to Nursing of Adults in Health and Illness</b>	3	4	6	7
The course is designed to assist the student to use the beginning concepts and basic principles of nursing care. The student is introduced to the nature of nursing and the student's role in the care of patients. The problem solving process guides the student in making decision and planning/administering nursing care. Students apply the nursing process to patients experiencing stressors of surgery, fluid/electrolyte and acid base imbalances, alterations in cellular maturation and replication, and hormonal dysfunction. Beginning concepts of communication skills, community health, aseptic and sterile technique, pharmacology, safety, and body processes with common interruptions of function are threaded through the course. Selected therapeutic measures are taught and the development of beginning skills in the area is expected.				
Prerequisites: BIO 171, NUR 101, 102, PSY 251				
<b>NUR 104 — Nursing of Adults in Health and Illness I</b>	3	4	6	7
This course is designed to assist the student to apply the nursing process to patients requiring assistance in adapting to stressors of cerebral and peripheral vascular, gastrointestinal and genito-urinary dysfunctions. The physical, social and psychological development of the elderly client is studied from a nursing approach. Concepts of rehabilitative nursing are introduced. Refinement of skills in the performance of therapeutic measures and basic nursing procedures already learned will be expected.				
Prerequisites: BIO 172, NUR 103, PSY 252				
<b>NUR 105 — Behavioral Disorders</b>	5	0	9	8
A study and application of concepts of mental health/illness in working with the psychologically impaired client. This course is designed to allow the learner to observe the behavior of and to interact with patients in a psychiatric hospital setting to increase the student's communication skills and understanding of human behavior. The role of the nurse in community mental health nursing is introduced.				
Prerequisites: NUR 104, PSY 253, SPH 151				

- NUR 206 – Parent-Child Nursing** 5 2 12 10  
 This course deals with the physiological, emotional, social, and spiritual factors involved in the care of mothers, fathers, infants, and children. The family unit serves as the framework for the study of nursing care of mothers during the childbearing process and of infants and children. Emphasis is on normal growth and development from infancy through adolescence and the developmental tasks needed for childbearing, as well as, nursing management of the childbearing woman during the antepartal, intra partal and postpartal periods and of the child from wellness to altered states of health. Common complications and concurrent illnesses of the childbearing process are presented. Common childhood diseases and congenital defects are also presented in relationship to growth and development.  
 Prerequisite: NUR 104, PSY 253, SPH 151
- NUR 207 – Nursing of Adults in Health and Illness II** 5 2 12 10  
 Continues the learning experiences involving patients with advanced nursing problems in the developmental groups from young adult through senescence primarily with disorders of the blood, musculoskeletal, cardiovascular and pulmonary systems and the eye and ear. Patient teaching, pharmacology, diagnostic methods, medical-surgical management and psychological responses to the various disorders are integrated.  
 Prerequisite: ENG 151, NUR 105, SOC 151
- NUR 208 – Nursing of Adults in Health and Illness III** 5 2 15 11  
 Continues the learning experience involving patients with advanced nursing problems in the developmental groups from young adult through senescence with disorders of the neurological, immune and integumentary systems. Disorders of the cardiovascular and pulmonary systems are expanded to include nursing problems in the critical care areas. Disaster and emergency nursing is also discussed. Clinical experiences during this quarter expose the student to the critical care area of the general hospital and provide leadership application of principles covered in Nursing Seminar.  
 Prerequisite: NUR 207
- NUR 209 – Nursing Seminar** 2 0 0 2  
 Introduces the student to leadership styles and skills. Approaches to patient care are discussed. Discusses current trends and issues in nursing. This course is designed to assist the nursing student in adjusting to the professional responsibilities of the registered nurse. Enrollment limited to students enrolled in the ADN program.  
 Prerequisite: NUR 207 and must be enrolled in the ADN program
- NUR 1001 – Fundamentals of Practical Nursing** 6 0 9 9  
 An introduction to basic nursing principles and practices underlying safe nursing care during observation, ambulatory and mildly ill stages. Emphases are on concepts of holistic health care; communications; safe, comfortable and therapeutic environments; competent performance of basic nursing skills; legal and ethical responsibility; accountability and liability of the practical nurse in the health care system and historical development of health care. Utilization of the nursing process as a problem-solving strategy is introduced.  
 Prerequisite: Admission requirements  
 Corequisites: BIO 1121, ENG 1102, NUR 1003
- NUR 1003 – Basic Nutrition** 2 0 0 2  
 A study of basic nutrition to include the processes of ingestion, digestion, absorption and metabolism. Required nutrient intake throughout the life cycle is addressed.  
 Prerequisite: Admission requirements  
 Corequisites: NUR 1001
- NUR 1005 – Medical Surgical Nursing I** 7 2 0 8  
 Introduces health problems of adults requiring medical or surgical intervention. The use of the nursing process to plan nursing care to meet biopsychosocial needs is presented. Clinical experiences caring for clients with symptoms common to illness and surgical intervention, cancer, allergic conditions, skin disorders, gerontological conditions, and respiratory and cardiovascular disorders are assigned to correlate theory learned with actual practice.  
 Prerequisites: Satisfactory completion of all first quarter courses  
 Corequisites: BIO 1122, NUR 1007, 1008, PSY 1101

- NUR 1006 – Pediatric Nursing** 4 0 0 4  
 The unique aspects of child care as influenced by the principles of growth and development from infancy through adolescence are studied. Using the nursing process, the student learns knowledge and skills to meet the needs of selected clients with disorders and problems as they relate to various age groups. The effects of hospitalization on the child and parents are also presented.  
 Prerequisite: Satisfactory completion of all first and second quarter courses  
 Corequisite: NUR 1011
- NUR 1007 – Medical Surgical Nursing I Practicum** 0 0 12 4  
 Provides clinical experience in the care of adult medical surgical clients. The learner identifies basic needs, observes the client, and organizes and implements nursing care. Emphasis is placed on developing competency in performance of entry level practice skills.  
 Prerequisite: Satisfactory completion of all first quarter courses  
 Corequisites: NUR 1005, 1008
- NUR 1008 – Basic Pharmacology** 2 0 0 2  
 Presents the laws governing drug standards and dispensing of medications. Introduces the principles and basic skills of medication preparation and administration. Includes dosage computation.  
 Prerequisite: Satisfactory completion of all first quarter courses  
 Corequisites: NUR 1005, 1007
- NUR 1010 – Obstetrics Nursing** 4 0 0 4  
 Introduces the student to basic concepts of maternity nursing. A study of nursing care problems is presented during the normal, and complicated child-bearing cycle, with emphasis on the normal maternity cycle. From a holistic approach, the student obtains knowledge and skills to meet the nursing needs of the maternity client and the family unit by using the nursing process.  
 Prerequisite: Satisfactory completion of all first and second quarter courses  
 Corequisite: NUR 1011
- NUR 1011 – Pediatrics and Obstetrics Nursing Practicum** 0 2 12 5  
 Provides opportunities for supervised clinical experiences with selected clients to acquire knowledge and skills in the nursing care of the childbearing family throughout the maternity cycle and the child from newborn through adolescence. Utilization of the nursing process, development of competency in nursing skills performance and development of nursing care plans continues to be emphasized.  
 Prerequisite: Satisfactory completion of all first and second quarter courses  
 Corequisites: NUR 1006, 1010
- NUR 1013 – Nursing Seminar** 2 0 0 2  
 Provides the learner with information to facilitate the transition from student to graduate. Emphasis is placed on current issues and trends faced by today's Licensed Practical Nurses. Enrollment limited to students enrolled in the PNE program.  
 Prerequisite: Satisfactory completion of all third quarter courses  
 Corequisites: NUR 1012, 1014
- NUR 1014 – Medical Surgical Nursing II** 5 4 0 7  
 Continues the learning experiences involving health problems of adults requiring medical or surgical intervention. The use of the nursing process to provide nursing care to meet biopsychosocial needs is presented. Clinical experience caring for clients with diseases and disorders of the nervous system and sensory organs, the musculoskeletal, endocrine, and genitourinary system, and the gastrointestinal system and accessory organs are assigned to correlate theory learned with actual practice.  
 Prerequisite: Satisfactory completion of all third quarter courses  
 Corequisites: NUR 1012 1015



- NUR 1015 – Medical Surgical Nursing II Practicum**

02156

Provides clinical experience in the care of adult medical surgical clients having more complex alterations in homeostasis. Skill in oral and intramuscular medication administration is developed by passing medication to selected clients.  
Prerequisite: Satisfactory completion of all third quarter courses  
Corequisites: NUR 1012, 1014
- NUR 3023 – Nursing Assistant I**

2265

Presents knowledge and skills in basic nursing care and procedures. Introduces anatomy and physiology. Effective interpersonal relationships and the moral, legal, and ethical responsibilities of the Nurses' Assistant are included. Attention is focused on the role of the Nurses' Assistant on the Nursing Team in caring for selected patients. Nursing care and procedures are practiced in the lab and clinical setting with direct supervision.  
Prerequisite: Admission requirements  
Corequisite: NUR 3025
- NUR 3024 – Nursing Assistant II**

3498

Prepares graduates to provide more complex nursing skills. Emphasis is on principles of sterile technique; elimination procedures including urinary catheterization and care of established ostomies; upper airway suctioning; tracheostomy care; oxygen therapy, Intravenous site care, and enteral nutrition. Nursing care and procedures are practiced in the lab and clinical setting with direct supervision.  
Prerequisite: Satisfactory completion of NUR 3023
- NUR 3025 – Home Care**

2404

Prepares graduates to provide basic health and personal care for infants, children, adolescents, and adults including the elderly, in the home. Emphasis is on nutrition and meal preparation, medication management, safety, and home management.  
Prerequisite: Admission requirements  
Corequisite: NUR 3023





ORIENTATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ORI 150 — Learning to Learn	2	2	0	3
The student will be exposed to various reading, writing, and test-taking techniques. Emphasis will be placed on the development of study skills. Topics will include note taking, asking good questions, problem-solving and relaxation techniques.				
Prerequisite: ASSET reading skills score of 40 or higher				
Corequisite: Enrollment in a curriculum course requiring reading, writing, and note taking.				



OFFICE SCIENCE EDUCATION

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
<b>OSC 109 – Introductory Keyboarding</b>	2	2	0	3
Develops basic keyboarding skills with emphasis on keyboarding for microcomputers. The student masters the alpha, numeric, and symbol keys. Horizontal and vertical centering and simple business correspondence will be introduced.				
Prerequisite: None				
<b>OSC 112 – Records Management</b>	3	2	0	4
Records Management is a course designed to provide training in the area of records storage and control. Fundamental rules of alphabetic indexing are applied to cards and correspondence. The four basic filing systems – alphabetic, numeric, subject, and geographic – will be taught. Students will perform manual and database filing exercises using dBase software.				
Prerequisite: OSC 151				
<b>OSC 113 – Medical Office Law and Liability</b>	5	0	0	5
This course is designed to introduce the student to the legal and ethical aspects of a medical office. Students will become familiar with legal and ethical concepts involving standard of care, employment and business law, criminal and civil actions, contracts, and negligence as they pertain to the medical office and its employees.				
Prerequisite: None				
<b>OSC 117 – Proofreading Techniques for the Electronic Office</b>	3	0	0	3
Develops an understanding of the terminology and vocabulary used in business, technical, and professional offices through the process of proofreading. In addition to detecting and marking basic typographical errors, the student will detect and correct errors in spelling, word division, capitalization, punctuation, number expression, word choice and format. Proofreading will be done both on the computer screen and the printouts.				
Prerequisite: None				
<b>OSC 117L – Legal Terminology and Vocabulary</b>	3	2	0	4
This course is designed to give the student skill in transcribing legal terms on the micro-computer with a transcription software training package. Students will learn to spell, pronounce, and define these legal terms. They will learn how this terminology is used in the practice of legal research, general law, court systems, litigation, civil law, criminal law, probate law, family law, and real property.				
Prerequisite: OSC 151 or equivalent				
<b>OSC 117M – Medical Terminology and Vocabulary I</b>	3	0	0	3
To develop an understanding of medical word analysis; orientation to the body as a whole; common prefixes and suffixes; anatomical and physiological terminology, combining forms pathological terminology, clinical procedures, laboratory tests and abbreviations and pronunciation of terms for the digestive, urinary, female and male reproduction systems.				
Prerequisite: None				
<b>OSC 119 – Basic Word Processing</b>	3	2	0	4
This course is designed to give the student an introduction to basic word processing skills using WordPerfect 5.1 including the creation and revision of documents, print attributes and features, line format features, speller and thesaurus, page format features, column revisions and disk maintenance.				
Prerequisite: OSC 151 or equivalent				
<b>OSC 131 – Office Procedures</b>	3	2	0	4
Designed to acquaint the student with new technology, skills and knowledge needed in office careers. The course is divided into four areas of study; overview of the electronic office, information processing technology and procedures, administrative support functions and management and career development.				
Prerequisite: OSC 152 (Students must have received at least a “C” in OSC 152)				

<b>OSC 134 – Professional Development</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course is designed to provide an awareness of the professional skills essential for career success. Topics include communication skills, appearance, time management, business etiquette, and stress management. Prerequisite: None				
<b>OSC 151 – Keyboarding</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Keyboarding is designed for the beginning student. The major objectives are to develop touch control of the keyboard and proper typewriting techniques, build basic speed and accuracy skills, and provide practice in applying those basic skills to the production of letters, tables, reports, memorandums, and other kinds of personal, personal-business, and business correspondence. Upon completion of the course, the student will be able to type at least 30 words per minute on straight copy for three minutes with no more than five errors. Prerequisite: None				
<b>OSC 152 – Document Formatting</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Document Formatting contains further development of basic typing skills and emphasizes the production of various kinds of business correspondence, tabulations, reports, and forms from unarranged and rough-draft copy. Upon completion of this course, the student will type at least 39 words per minute on straight copy for five minutes with no more than five errors. Prerequisite: OSC 151 (Students must have received at least a “C” in OSC 151.)				
<b>OSC 153 – Document Production</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Places emphasis on typing business letters, including letters on special stationery and two-page letters; business forms; tables with special problems; formal reports; and integrated office projects that emphasize editing, decision making, setting priorities, and following directions. Upon completion of this course, the student will be able to type at least 43 words per minute on straight copy material for five minutes with no more than five errors. Prerequisite: OSC 152 (Students must have received at least a “C” in OSC 152.)				
<b>154 – Shorthand Theory I</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None				
<b>OSC 155 – Shorthand Theory II</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Continued study and review of theory. Introduction to dictation. Upon completion of the course, the student should be able to take new material dictation for two minutes at a minimum of 60 words a minute with 95 percent accuracy. Prerequisites: OSC 152, 154 (Students must have received at least a “C” in OSC 152 and OSC 154.)				
<b>OSC 156 – Basic Dictation and Transcription</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Review of theory and speed building. Emphasis on transcription at the computer and correct copy. Upon completion of the course, the student should be able to take dictation of new material for two minutes at a minimum of 70 words a minute with 95 percent accuracy. Prerequisites: OSC 153, OSC 155 (Students must have received at least a “C” in OSC 153 and OSC 155).				
<b>OSC 204 – Technical Document Formatting and Production</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
Emphasis is placed on straight-copy speed improvement, accuracy, and proofreading skills. Students learn the techniques needed in planning and in typing units that closely resemble the work appropriate to the field of study. These units include a review of letter styles, tabulations, manuscripts, memorandums, and reports. Students will work from a simulation. Documents will be keyboarded on microcomputers using WordPerfect 5.1 software. Prerequisites: OSC 119, 153 (Students must have received at least a “C” in OSC 153.)				



- OSC 204L – Legal Document Formatting and Production

3204

The legal secretary is introduced to the preparation of various types of client and court documents. Emphasis is placed on proper preparation, increased speed, improved proofreading and a review of legal terminology. Included are legal correspondence, real estate, litigations, wills and guardianships, and partnership and corporations. Special emphasis is placed on procedures followed in North Carolina.

Prerequisites: OSC 117L, 119, 153 (Students must have received at least a “C” in OSC 117L, OSC 119 and OSC 153.)
- OSC 204M – Medical Insurance Billing I

2203

This course is specifically designed for the medical office technology student. Students will develop a knowledge relating to health insurance preparation. Topics include types of insurance, insurance terminology, CPT-4 coding, ICD9-CM coding, DRGs, HIC claim forms, Blue Cross/Blue Shield, North Carolina Medicaid, Medicare and Medi-Medi Claims.

Prerequisite: None

Corequisite: OSC 217M
- OSC 205M – Medical Insurance Billing II

2203

This is a continuation of OSC 204M. Students will continue working with different types of insurance, types of claims procedures and follow up. Topics to be covered are CHAMPUS/CHAMPVA, Worker’s Compensation, Health Maintenance Organization (HMOs), collecting procedures, computerized billing and pegboard accounting.

Prerequisites: OSC 204M, 217M (Students must have received at least a “C” in OSC 204M.)
- OSC 212 – Transcription Machines I

3204

This course is designed to give students training in effectively operating transcribers and microcomputers in order to produce mailable copy. Students will develop skills in proofreading, grammar, word usage, spelling, and listening.

Prerequisites: OSC 119, 153 (Students must have received at least a “C” in OSC 119 and OSC 153.)
- OSC 212L – Legal Transcription Machines I

3204

Students will receive training in the operation of the transcribers and microcomputers. Legal materials to be transcribed on the IBM PC include memos, letters, client documents and court documents. Topics to be covered are general law, corporate law and litigations. Upon completion of this course, the student will transcribe at a minimum rate of 26 wpm.

Prerequisites: OSC 117L, 119, 153 (Students should be currently enrolled in OSC 204L. Students must have received at least a “C” in OSC 117L, OSC 119 and OSC 153.)
- OSC 212M – Medical Transcription Machines I

3204

Students will receive training in the operation of transcribers and microcomputers. Various types of medical material including letters, memos, history and physicals, consultations reports, lab and x-ray reports will be transcribed on the IBM PC. Upon completion of the course, the students will transcribe at a minimum rate of 26 wpm.

Prerequisites: OSC 119, 153 217M (Students must have received at least a “C” in OSC 119, OSC 153, and OSC 217M.)
- OSC 213 – Transcription Machines II

3204

This course is a continuation of OSC 212. Students will refine their proficiency with transcribers and microcomputers. Continued emphasis will be placed on listening, English, and proofreading skills which are necessary to produce mailable documents.

Prerequisites: OSC 119, 212 (Students must have received at least a “C” in OSC 119 and OSC 212.)
- OSC 213L – Legal Transcription Machines II

3204

This is a continuation of OSC 212L. Students will continue their training on the transcribers and microcomputer. Legal material to be transcribed includes estates, will and probate, criminal law and family law. Upon completion of this course, the student will transcribe at a minimum rate of 35 wpm.

Prerequisite: OSC 212L (Students must have received at least a “C” in OSC 212L.)



- OSC 213M – Medical Transcription Machines II** 3 2 0 4  
 This is a continuation of OSC 212M. The students will continue their training of the transcribers and microcomputers. Medical material to be transcribed includes discharge summaries, operative reports, pathology reports, and postmortem exams. Also included is a review of history and physical reports and consultations. Upon completion of the course, the student will transcribe at a minimum of 35 wpm.  
 Prerequisite: OSC 212M (Students must have received at least a “C” in OSC 212M.)
- OSC 214 – Administrative and Legal Office Simulation** 3 2 0 4  
 Office Simulation is designed to incorporate varied stenographic and academic skills in a simulated environment conducive to modern office practices and procedures. High-level skills will be emphasized, but primary attention will be given to the development of such qualities as initiative, judgment, and the ability to organize and plan work in order to meet deadlines. A series of projects will be given in which facts must be located and decisions made on how best to utilize them. Resumes, job application letters and interview techniques will be taught. Students will be required to research current trends and issues in office technology for class presentation.  
 Prerequisites: OSC 119, 131, 204, 218 (Students must have received at least a “C” in OSC 119, OSC 131, OSC 204, and OSC 218.)
- OSC 214M – Medical Office Simulation** 3 2 0 4  
 The administrative role of a medical secretary is stressed through topics such as the following: career opportunities, appointment schedules, interpersonal skills with patients and other staff members, patient records, medical correspondence and research, and management responsibilities. Resumes, application letters and interviews techniques will be taught.  
 Prerequisites: OSC 131, 205M 218 (Students should be currently enrolled in OSC 212M. Students must have received at least a “C” in OSC 131, OSC 205M, OSC 212M and OSC 218.)
- OSC 216 – Office Practicum** 3 0 12 7  
 This course includes on-the-job experience and classroom instruction. Students are assigned to work in a local office for 132 hours. Application of skills and knowledge needed in the office will be stressed. Three hours of classroom instruction each week will be devoted to the development of resumes, letters of application, job interview skills, human relations knowledge, letter composition, and proofreading skills.  
 Prerequisites: OSC 119, 131 (Students must have received at least a “C” in OSC 119 and OSC 131.)
- OSC 217M – Medical Terminology and Vocabulary II** 3 0 0 3  
 Further development of the understanding of anatomical and physiological terminology, combining forms, pathological terminology, clinical procedures, laboratory tests and abbreviations, and pronunciation of terms of the nervous, cardiovascular, respiratory, blood and lymphatic, musculoskeletal, integumentary, endocrine systems and sense organs - eye and ear.  
 Prerequisite: OSC 117M
- OSC 218 – Advanced Word Processing** 3 2 0 4  
 This course is designed to give the student an introduction to advanced word processing functions on the IBM Personal Computer with WordPerfect 5.1 software and to give the student advanced concepts of the word processing cycle. Typing and editing exercises will be provided to reinforce instruction.  
 Prerequisite: OSC 119

PHYSICAL EDUCATION

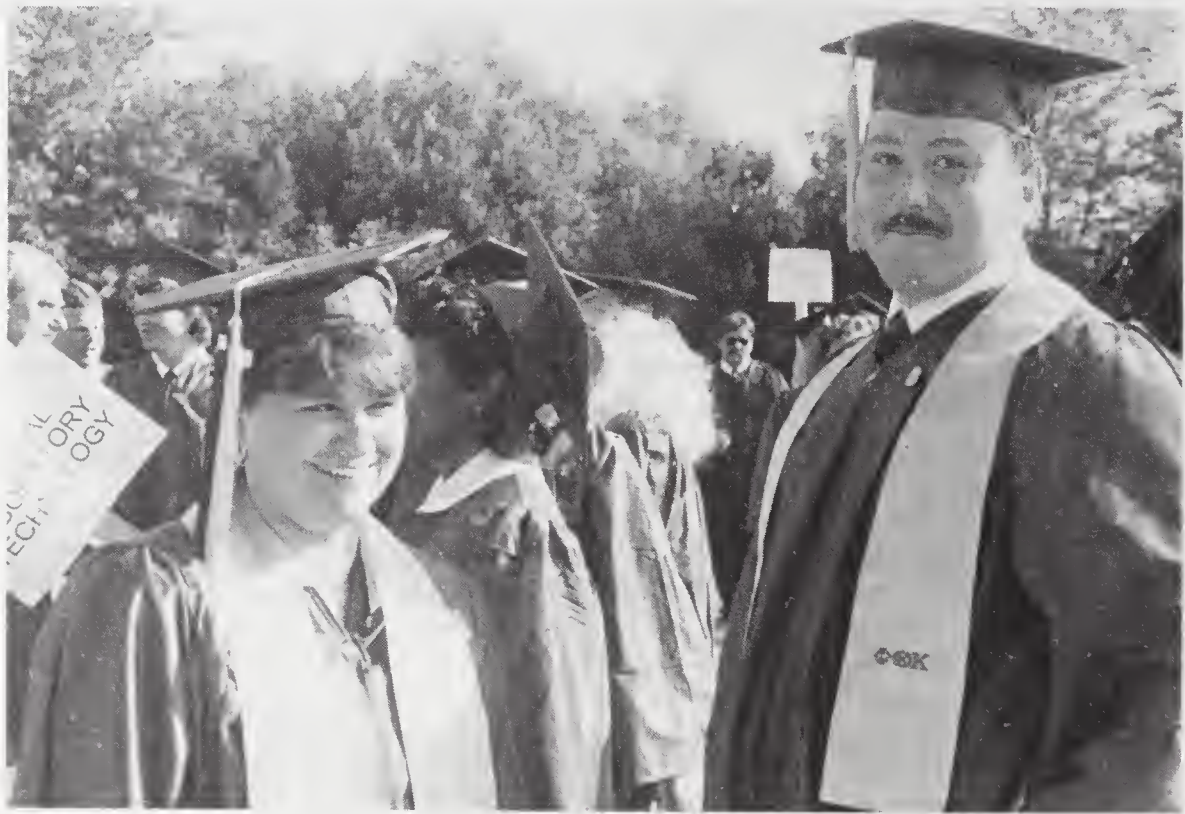
COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>PED 250 – Principles of Physical Education</b>	5	0	0	5
This course is designed to give the physical education major or minor an introduction to Physical Education and related areas, including the historical background, fundamental concepts, program content, training qualifications, and professional opportunities in the field. Prerequisite: None (PED 250 does not fulfill the physical education requirement for graduation.) The following are co-educational “service” courses in which history, fundamental skills, rules of play, and recreational aspects will be presented. The following courses only shall fulfill the graduation requirements of three (3) quarter hour credits. (See Physical Education Requirements.)				
<b>PED 151 – Physical Conditioning and Wellness I</b>	2	0	0	1
Provides the knowledge and the optimal concepts of physical fitness as it relates to a wellness lifestyle. Emphasis is on the assessment and improvement of the individual’s fitness, and to convey health and fitness knowledge. Systems of fitness and wellness are discussed with activity emphasis on calisthenics and jogging. Prerequisite: None				
<b>PED 152 – Softball</b>	2	0	0	1
This course includes a study of the rules of softball, followed by instruction and practice in the basic skills and game play situations. Prerequisite: None				
<b>PED 154 – Social Dance</b>	2	0	0	1
An introduction to social dance. This course includes a brief history of dance followed by instruction and practice in basic social dance techniques. Dances to be taught include the shag, cha cha, samba, waltz, Texas two step, and line dances. Prerequisite: None				
<b>PED 155 – Volleyball</b>	2	0	0	1
This course includes instruction and practice in the basic skills, strategy, and application of rules for volleyball. Prerequisite: None				
<b>PED 158 – Archery</b>	2	0	0	1
This course is designed to provide the student with basic techniques and knowledge of target archery. Prerequisite: None				
<b>PED 159 – Tennis I</b>	2	0	0	1
This course includes a brief history and study of the rules of tennis, followed by instruction and practice in the basic fundamentals of the serve, backhand and forehand. Singles and doubles play will be emphasized in class. Students must provide their own tennis balls. Prerequisite: None				
<b>PED 160 – Beginning Swimming</b>	2	0	0	1
Beginning swimming is a basic course designed for the non-swimmer. It includes basic skills such as floating, crawl stroke, elementary back stroke, and drown proofing. Fee charged. Prerequisite: Must be a non-swimmer				
<b>PED 161 – Physical Conditioning by Circuit Training</b>	2	0	0	1
A second course in physical conditioning designed to provide the student with advanced participation in physical conditioning and circuit training, and develop a personal physical maintenance program using a prescribed set of exercises on the universal weight machine. Prerequisite: None				

- PED 163 – Bowling** 2 0 0 1  
 A course in bowling that includes a brief history of bowling followed by instruction and practice in the basic skills of bowling. "Spot method" of bowling taught and spare pick-up methods emphasized. Fee charged.  
 Prerequisite: None
- PED 165 – Golf** 2 0 0 1  
 A course that includes a brief history of golf, a study of rules, followed by instruction and practice in the basic and fundamental skills of the game. Students must play one eighteen-hole round of golf.  
 Prerequisite: None
- PED 167 – Weight Training** 2 0 0 1  
 Introduction to the proper skills in the execution of the various lifts and instructions in the health and safety factors that are related to the development of an individualized weight training program on the universal weight machine.  
 Prerequisite: None
- PED 168 – Racquetball** 2 0 0 1  
 A beginning course in racquetball covering a brief history study of the rules, basic strokes, serving, and basic strategy involved in singles and doubles play. Fee charged.  
 Prerequisite: None
- PED 176 – Aerobic Dance** 2 0 0 1  
 Aerobic Dance is a physical fitness program that offers complete and effective conditioning. This method includes musically oriented exercises and dance steps. Low impact techniques are used. Prerequisite: None
- PED 177 – Beginning Jazz Dance** 2 0 0 1  
 This is a beginning level course in the study of jazz dance. The class is designed to give the student an overall view of basic jazz dance technique and a brief look at the history of jazz dance. The course will also include a look at the creative aspect of dance and choreography. Emphasis will be placed on the development of coordination, flexibility, balance, control and rhythmic awareness.  
 Prerequisite: None
- PED 259 – Tennis II** 2 0 0 1  
 A second course in tennis designed for students who desire to increase their knowledge of strategy and techniques. Emphasis is placed on further developing skills in the forehand, backhand, and service strokes. The lob volley and half volley strokes and the twist serve will be introduced. Emphasis on tactics and strategy in singles and doubles play.  
 Prerequisite: PED 159 or permission of instructor
- PED 260 – Intermediate Swimming** 2 0 0 1  
 Intermediate swimming is a course designed for the swimmer with basic swimming skills. It includes the crawl stroke, breast stroke, back crawl, side stroke, diving, and basic safety techniques. Fee charged.  
 Prerequisite: Ability to swim or PED 160



PHILOSOPHY  
(HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
PHI 251 – Introduction to Philosophy	5	0	0	5
An introduction to the basic problems of human thought and the analyses of fundamental issues underlying daily life.				
Prerequisite: None				





PHYSICAL SCIENCE

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>PHS 91 – Survey of Science</b>	3	2	0	(4)
A general survey course designed to familiarize the student with the vocabulary and basic principles of biological and physical sciences. The team-teaching approach will be used in a laboratory setting to examine fundamental concepts in physics, chemistry, and biology needed in any study of the sciences. Lecture/Lab (5 contact hours-non credit)				
Prerequisite: None				
<b>PHS 151 – Physical Science I</b>	3	2	0	4
A study in the evolution of man’s knowledge of the universe. The scientific method is used to help explain and even predict astronomical events. The position of earth in the solar system and its relationship with the other planets will be considered. The moon and its effect on the earth will be analyzed and some of the general theory of stars will be presented.				
Prerequisite: None				
<b>PHS 152 – Physical Science II</b>	3	2	0	4
Newton’s three laws of motion and their consequences will be examined. The concept of work and energy will be introduced. The Conservation of Energy Principle will lead naturally into a study of heat and thermodynamics. Principles of electricity and magnetism will be developed and their use in controlling energy flow will be considered.				
Prerequisite: None				
<b>PHS 153 – Physical Science III</b>	3	2	0	4
Atomic theory will be introduced and used to explain the order in the periodic table of the elements. The discovery of radioactivity and its use to unfold the mysteries of the nucleus will be studied. The tendency of most atoms to form molecules will lead to a discussion of chemicals and chemical changes. Properties of liquids and solutions, especially acids, bases, and salts, will be presented.				
Prerequisite: None				

PHYSICS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>PHY 122 – Properties of Matter and Thermal Physics</b>	3	2	0	4
The atomic theory will be studied and its predictions will be compared to what is observed on a large scale. The effect of temperature will be studied and explained on the basis of the Kinetic Theory. The idea of dynamic equilibrium will be introduced to understand phase changes and heat transfer resulting when systems are not in equilibrium. The effects of heat and pressure on gases will be studied and applied to heat engines and heat pumps. Prerequisite: None				
<b>PHY 127 – Measurement and Statics</b>	3	2	0	4
Systems of measurements will be studied with conversions from one system to another. Newton’s laws will provide fundamental relations between stresses exerted on specimens and their probable response. Vector techniques for adding forces will be presented and used to analyze systems of forces in equilibrium. Moments of force and centroids will be used to study the distribution of weights and stresses in a complex system. Moments of inertia for regular bodies will be calculated and applied in column analysis. Elastic properties of solids and their temperature dependence will be explored. Prerequisite: MAT 123				
<b>PHY 129 – Mechanics and Heat</b>	3	2	0	4
This course introduces fundamental physical principles and techniques that will be used by technicians. It includes: measurement, conversion factors, vectors, Newton’s laws of motion, work, energy, power, torque, rotational motion, simple machines, friction, properties of matter, fluids, temperature, and heat. Prerequisite: MAT 121				
<b>PHY 161 – Physics: Mechanics</b>	3	2	0	4
This course offers an introduction to the basic principles of mechanics including kinematics, dynamics, energy, orbital motion, heat, and thermodynamics. Prerequisite: None Corequisite: MAT 162				
<b>PHY 162 – Physics: Electricity and Magnetism</b>	3	2	0	4
This course offers the basic principles of electricity and magnetism. The topics include electrostatics, magnetostatics, capacitance, current, electrical circuits, and electromagnetic induction, and properties of electromagnetic waves. Prerequisite: PHY 161				
<b>PHY 163 – Physics: Light, Sound, and Modern Physics</b>	3	2	0	4
This course offers a study of light, sound, wave motion, and modern physics, with topics drawn from relativity, quantum mechanics, and nuclear physics. Prerequisite: PHY 162				
<b>PHY 261 – Mechanics and Waves</b>	4	2	0	5
This course covers measurement, vector operations, Newton’s laws of motion, static equilibrium, rigid body motion, work, energy, power, collisions, rotational dynamics, orbital motion, oscillatory motion, and waves. Prerequisite: MAT 261 Corequisite: MAT 262				
<b>PHY 262 – Heat, Electricity, and Magnetism</b>	4	2	0	5
This course covers fluid mechanics, heat, temperature, thermodynamics, electrostatics electric field, electric potential, polarization, circuit theory, magnetism, and electromagnetic induction. Prerequisite: PHY 261 Corequisite: MAT 263				

**PHY 263 — Electromagnetism, Optics, and Modern****Physics**

4      2      0      5

This course covers alternating current, Maxwell's equations, electromagnetic waves, geometric optics, physical optics, theory of relativity, nuclear and atomic physics, and quantum mechanics.

Prerequisite: PHY 262

Corequisite: MAT 264

**PHY 1105 — Electricity and Magnetism**

3      2      0      4

Principles of electricity and magnetism covering: static electricity, Ohm's Law, circuit theory, sources of emf, power, magnetic materials, electromagnetic induction, generators, motors, and properties of A.C. circuits.

Prerequisite: None

**PHY 1106 — Mechanics**

3      2      0      4

Principles of applied mechanics covering: measurement, force and motion, work and energy, simple machines, and properties of matter; plus additional topics of value in the student's area of interest.

Prerequisite: Satisfactory scores on placement text



POLITICAL SCIENCE  
(SOCIAL SCIENCE)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>POL 150 – Introduction to Political Science</b>	5	0	0	5
An introduction to the nature, methods, and scope of political science as a discipline. An introductory survey of fundamental concepts and principles of political organization including theories and characteristics of political institutions within and among nation-states. Prerequisite: None				
<b>POL 151 – American Federal Government</b>	5	0	0	5
The study of the origins, development, structure, and functioning of the Federal Government. Prerequisite: None				
<b>POL 152 – State and Local Government</b>	5	0	0	5
A survey of the functions of the state and local governments and intergovernmental, relationships with emphasis on the structure of North Carolina state and local governments. Prerequisite: None				
<b>POL 165 – World Politics and International Relations</b>	5	0	0	5
An introductory course on comparative government and politics among major foreign powers with emphasis upon their relations to each other and the United States. Prerequisite: None				
<b>POL 221 – United States Government</b>	3	0	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None				



**PSYCHOLOGY  
(SOCIAL SCIENCE)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>PSY 206 – Applied Psychology</b> A study of some of the basic principles of psychology, especially as they can be applied to the adjustment of the individual in contemporary society. Prerequisite: None	3	0	0	3
<b>PSY 251 – Introduction to Psychology</b> An overview of the science of psychology. The course introduces the definition, goals, methods, and diversity of endeavor in the study of human behavior. Basic terminology and concepts in the various areas of study are approached. Prerequisite: None	5	0	0	5
<b>PSY 252 – Human Growth and Development</b> Studies the development of the individual from prenatal existence to death. Terminology major concepts are acquired through study of the stages and developmental tasks in terms of physical, emotional, social, and intellectual growth. Major theoretical and research contributions to the area of development are presented. Prerequisite: PSY 251	5	0	0	5
<b>PSY 253 – Abnormal Psychology</b> A study of the major patterns of abnormal or maladaptive behavior. Behavior disorders are described according to the current classification system, and various perspectives are used to study the causes and treatments of the disorders. Prerequisite: PSY 251	5	0	0	5
<b>PSY 1101 – Human Relations</b> A study of the concepts and principles of human behavior as they apply to the individual in relation to society; emphasis is on the application of these principles for productive and satisfying interaction in social and occupational situations. Prerequisite: None	3	0	0	3

RECREATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>REC 150 – Canoeing</b>	1	4	0	3
A course that gives instruction in the safe and correct handling of the canoe, in selection and care of equipment, in accessory selection, and in trip planning. Emphasis is placed on student competency planning, direction, safety, and instruction of canoeing activities. Prerequisite: Ability to swim 50 yards; remain afloat in deep water, fully clothed, for 5 minutes, or permission of instructor				
<b>REC 251 – Introduction to Recreational Services</b>	5	0	0	5
Introduces the basic fundamentals of the nature, scope, and significance or organized recreational services. This course includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and interrelationship of special agents, and institutions which serve the recreational needs of society. Prerequisite: None				
<b>REC 252 – Outdoor Recreation, Camp Counseling, and Camping</b>	5	0	0	5
Includes study of the history development and trends of outdoor recreation, conservation, camp counseling, and organized camping. Emphasis is on organized camping programs and the development of outdoor skills related to camping, camp counseling, camping arts and crafts skills, and an appreciation of nature's out-of-doors. Camp practicum required. Prerequisite: None				

READING  
(DEVELOPMENTAL)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>RED 71 – Basic Reading/Study Skills I</b>	5	0	0	(5)
This course is designed for students with very limited reading skills. Emphasis is placed on basic vocabulary and reading comprehension along with survival study skills. Highly proficient students who meet the RED 71 course objectives will enroll in RED 98. Prerequisite: None				
<b>RED 72 – Basic Reading/Study Skills II</b>	5	0	0	(5)
A continuation and extension of the units incorporated in RED 71. This additional quarter of study gives more time to the practice and the understanding of the RED 71 skills. Some approaches are repeated while different attacks are included for the RED 71 skills that must be mastered before going to RED 98. Prerequisite: RED 71				
<b>RED 98 – Essential Reading/Study Skills I</b>	5	0	0	(5)
This course expands the student’s basic reading and study skills required for success in college. Emphasis is placed on word study and vocabulary development, along with explanation, analysis, and application of specific reading skill techniques. Proper study skill approaches are stressed. Prerequisite: None				
<b>RED 99 – Essential Reading/Study Skills II</b>	5	0	0	(5)
This course is a continuation of RED 98 developing reading comprehension skills through the study of writer’s techniques involving the structure and organization of written context. Enhancement of effective reading/study skills are further developed through the study skills techniques of outlining, notetaking, summarizing and reading exams for success. Prerequisite: RED 98 or permission of instructor				

READING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
RED 151 – College Reading/Study Skills	3	0	0	3
A college reading course to provide the student with a program to improve efficiency of reading performance through increase in rate, skimming and scanning skills, critical reading, and vocabulary development. Effective college study skills are emphasized throughout the course. Emphasis is also placed on reading in the content areas. Prerequisite: Permission of instructor and/or RED 98-99				





RELIGION  
(HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
REL 151 – Introduction to the Old Testament	5	0	0	5
A study of religious thought and instruction in the Old Testament. Emphasis will be placed on the historical, literary and contemporary theological understanding of the Biblical text.				
Prerequisite: None				
REL 152 – Introduction to the New Testament	5	0	0	5
A study of the life and teachings of Jesus and of the beginning of church life and thought as reflected in the New Testament. The social and cultural environment of Christianity is considered in addition to historical, theological, and literary inquiries.				
Prerequisite: None				

**SAFETY**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
SAF 152 — First Aid and Safety	3	0	0	3
A basic course in health education designed to teach fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application as recommended by the Red Cross.				
Prerequisite: None				



SOCIOLOGY  
(SOCIAL SCIENCE)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>SOC 151 – Introduction to Sociology</b>	5	0	0	5
An introduction to basic sociological concepts, methods, and principles, with emphasis on culture, personality, social deviation, social groups, the family social class, social mobility, race relations, social movements, and research methods.				
Prerequisite: None				
<b>SOC 152 – Social Problems</b>	5	0	0	5
A comprehensive study of the nature, causes, and consequences of present social problems in America. This course will involve the evaluation and application of methods of identifying, reducing, and solving these problems.				
Prerequisite: None				
<b>SOC 153 – Marriage and the Family</b>	5	0	0	5
A critical and empirical approach to the study of marriage and family life as a social institution. Evaluation of family forms and functions: socialization, orientation, procreation, mate selection.				
Prerequisite: None				

**SPANISH  
(HUMANITIES)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>SPA 151 – Elementary Spanish I</b>	5	0	0	5
A study of the basic elements of Spanish. Fundamentals of grammar; oral and written comprehension, special emphasis on self-expression in the language. Lab work is required in addition to daily lectures.				
Prerequisite: None				
<b>SPA 152 – Elementary Spanish II</b>	5	0	0	5
A continuation of SPA 151. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 151 or permission of instructor				
<b>SPA 251 – Intermediate Spanish I</b>	5	0	0	5
A sequence designed to provide a systematic review of basic skills with a major emphasis on oral and written comprehension. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 152 or permission of instructor				
<b>SPA 252 – Intermediate Spanish II</b>	5	0	0	5
A continuation of SPA 251. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 251 or permission of instructor				
<b>SPA 256 – Conversational Spanish</b>	5	0	0	5
Emphasis on the systematic usage of the language orally with all course work, including tests, conducted in an oral form. (No writing required. No labs.)				
Prerequisite: SPA 152 or permission of instructor				
<b>SPA 265 – Spanish Literature in Translation</b>	5	0	0	5
Selected works of Spanish Literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.)				
Prerequisite: None				
<b>SPA 266 – Spanish-American Literature in Translation</b>	5	0	0	5
Selected works of Spanish-American literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.)				
Prerequisite: None				
<b>SPA 271 – Intermediate Readings in Spanish</b>	5	0	0	5
Intensive language training through the use of various materials in Spanish: periodicals, literary selections, films, etc. Reading, composition, and oral communication are emphasized.				
Prerequisite: SPA 252 or permission of instructor				



SPEECH  
(HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>SPH 151 – Fundamentals of Speech</b>	3	0	0	3
The study and practice of oral communication. Emphasis is on basic speech skills, speech composition, preparation, presentation, and listening skills. Attention is given to a variety of speaking situations.				
Prerequisite: ENG 121 or ENG 151 or permission of instructor				
<b>SPH 152 – Voice and Diction</b>	5	0	0	5
A course designed to develop the voice through emphasizing correct breathing, pitch and volume control, clear articulation, and correct pronunciation.				
Prerequisite: None				
<b>SPH 156 – Oral Interpretation of Literature</b>	5	0	0	5
Development of the student's oral ability to communicate various types of written material with understanding and appreciation. Involves the discussion and application of the techniques of oral reading of poetry, prose, and drama. Designed to enhance the student's appreciation of words, ideas, and beauty in all forms of literature.				
Prerequisite: None (SPH 152 is recommended)				
<b>SPH 161 – Principles of Speech</b>	5	0	0	5
The study and practice of oral communication. Emphasis is on basic speech skills, speech composition, preparation, presentation, and listening skills. Attention is given to a variety of speaking situations. Applications and practice in interpersonal, small group, and audience situations.				
Prerequisite: ENG 121 or ENG 151 or permission of instructor				

SURVEYING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>SRV 105 – Site Development</b>	2	0	6	4
A study of the methods of gathering the data necessary to plan and implement a small site development.				
Prerequisite: None				
<b>SRV 119 – Strength of Materials</b>	3	2	0	4
This course shows the students how to use their knowledge of statics to determine the strength of different type of materials: concrete, wood and steel. In addition, the student will design a concrete floor, design a simple beam for a residential house, and design a truss for the same house. Upon completion of this course, the student will be able to analyze simple beams and trusses to determine the correct size and length that must be used to withstand a given load over a given length.				
Prerequisite: PHY 127				

## SURGERY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
<b>SUR 1100 — Introduction to Perioperative Practice</b>	3	0	3	4
This includes transport, positioning, and skin preparation of the surgical patient, and procedures for meeting patients' basic needs through perioperative, observation, and reporting. Prerequisite: None				
<b>SUR 1101 — Introduction to Operating Room</b>	3	0	3	4
This is an introductory course devoted to developing an understanding of the principles of operating room technique and to acquiring fundamental skills essential to assisting in the operation room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room techniques; operating room personnel duties; and ethical, moral and legal responsibilities. Prerequisite: None				
<b>SUR 1102 — Surgical Procedures I</b>	5	0	3	6
This course includes procedures for general surgery-hernia, breast, vein ligation and stripping, gallbladder, ducts, pancreas, spleen and gastrointestinal procedures. Also obstetrical, gynecological, orthopedic, and x-ray diagnostic procedures are included. Prerequisite: None				
<b>SUR 1103 — Surgical Procedures II</b>	5	0	3	6
This course is a continuation of SUR 1102 and includes genitourinary surgery, otorhinolaryngology, oral, plastic, thyroid and parathyroid, pediatric and geriatric surgery, treatment of burns and plastic reconstructive surgery. Prerequisite: Satisfactory completion of all first quarter courses				
<b>SUR 1104 — Clinical Practice I</b>	0	0	21	7
The student is given an opportunity to demonstrate in an actual clinical situation his/her ability to assist a surgeon in the procedures learned in the classroom. Prerequisite: Satisfactory completion of all first quarter courses				
<b>SUR 1105 — Clinical Practice II</b>	0	0	24	8
A continuation of Clinical Practice I. Prerequisite: Satisfactory completion of all first and second quarter courses				
<b>SUR 1106 — Seminar I</b>	2	0	0	2
This seminar time will be used in the study of current moral/ethic issues and trends affecting Operating Room personnel. Prerequisite: Must be enrolled in the Surgical Technology Program.				
<b>SUR 1107 — Seminar II</b>	1	0	0	1
This seminar time will be used in review of experiences received in Clinical Procedures II; study of current trends affecting Operating Room personnel; job seeking skills; completion of a resume. Prerequisite: Satisfactory completion of all first and second quarter courses and must be enrolled in the Surgical Technology Program.				
<b>SUR 1108 — Clinical Practice III</b>	0	0	18	6
This is a continuation of SUR 1105. The student will be in the actual clinical situation and demonstrating his/her ability just prior to his/her graduation from the program. Prerequisite: Satisfactory completion of all first, second and third quarter courses				
<b>SUR 1109 — Surgical Procedures III</b>	4	0	0	4
This course is a continuation of SUR 1103 and includes; thoracic, vascular, neuro, and cardiac surgery. It also includes oncology, transplantation and replantation. Prerequisite: Satisfactory completion of all first and second quarter courses				

**SUR 1110 — Seminar III**

2      0      0      2

This is a seminar for review of experiences received in SUR 1108; and review of the program's didactic phase.

Prerequisite: Satisfactory completion of all first, second and third quarter courses and must be enrolled in the Surgical Technology Program.





# WELDING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
<b>WLD 101 – Basic Welding Principles</b>	2	0	3	3
An introduction to oxy-acetylene and arc welding. Proper use of equipment and precautions needed on computerized machinery with voltage and heat sensitive components. Lab will provide skills in cutting, welding, and finishing.				
Prerequisite: None				
<b>WLD 1101 – Basic Gas Welding</b>	1	0	3	2
Welding practices on materials applicable to the installation or repair of sheet metal. Students run beads, do butt and lap welds, and brazing. Performs tests to detect strength and weakness of welded joints. Safety procedures are emphasized throughout the course.				
Prerequisite: None				
<b>WLD 1102 – Welding I, Oxyacetylene</b>	2	0	6	4
Introduction to the history of oxyacetylene welding, the principles of welding, nomenclature of the equipment and assembly of the units. Welding procedures such as the practice of puddling and carrying the puddle, running flat beads, square groove welding and fillet welds in all position welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.				
Prerequisite: None				
<b>WLD 1103 – Welding II, ARC Welding</b>	2	0	6	4
Introduction to the history of shielded metal arc welding. The operation of AC transformers and DC motor generator welding sets. Studies include welding heat ranges, electrode identification and use. After student is capable of running beads, butt and fillet weld he will test one each in the flat, horizontal, vertical and overhead position. Safety procedures will be emphasized throughout the period of this course.				
Prerequisite: None				
<b>WLD 1104 – Welding III, Inert Welding</b>	2	0	6	4
Introduction and practical operations in the use of inert gas shielded arc welding. A study will be made of the equipment, operations, safety and practice in the various positions. A study also of such topics as: Principles of Operation, Shielding Gases, Wire and Filler Rods, Process Variations and Applications.				
Prerequisites: WLD 1102, 1103				
<b>WLD 1105 – Light Metal Welding</b>	1	0	3	2
Taught in conjunction with AUT 1112, the welding skills gained in WLD 1101 are used to repair tears or cracks in sheetmetal, patch panels, or cut and replace damaged panels. Frames are also repaired using panels to reinforce weak or damaged areas.				
Prerequisite: WLD 1101				
<b>WLD 1106 – Welding IV, Certification</b>	2	0	3	3
A course to prepare the student to pass a certification in accordance with either the guidelines of the American Welding Society (AWS) or the American Society of Mechanical Engineers (ASME). All tests are subject to pass the specifications of acceptability relative to the guided bond test.				
Prerequisites: WLD 1102, 1103, 1104				
<b>WLD 1107 – Welding Problems I, Oxyacetylene</b>	1	0	6	3
Special emphasis will be given to the oxyacetylene flame cutting (burning) various cutting equipment and cutting techniques will be practiced. Additionally, the student will also be taught braze welding on ferrous and non-ferrous metals.				
Prerequisite: None				
Corequisite: WLD 1102				

- WLD 1108 – Welding Problems II, ARC Welding** 1 0 6 3  
 Emphasis will be given to the different types of metal that will be joined by the arc welding process.  
 Prerequisite: None  
 Corequisite: WLD 1103
- WLD 1109 – Welding Problems III, Inert** 0 0 3 1  
 Special emphasis will be given to multi-pass welding utilizing inert-gas shielding welding processes.  
 Prerequisite: None  
 Corequisite: WLD 1104
- WLD 1110 – Welding Problems IV, Certification** 1 0 3 2  
 To further students ability in procedural qualification and to pass a certification test other than plate (pipe) in accordance with the American Society of Mechanical Engineers.  
 Prerequisite: None  
 Corequisite: WLD 1106
- WLD 1112 – Mechanical Testing and Inspection** 1 0 3 2  
 The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.  
 Prerequisite: None
- WLD 1122 – Commercial and Industrial Practice** 3 0 9 6  
 Designed to build skills through practices in simulated industrial processes and techniques; sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.  
 Prerequisites: WLD 1102, 1103
- WLD 1124 – Pipe Welding** 3 0 12 7  
 A course designed to provide practice in the welding of pipe in the horizontal (rotated 1 G) (fixed rigid 2 G) vertical (fixed 90 5 G) and (fixed 45 6 G) positions, using shielded metal arc welding. This is set forth by section XIII and IX of the American Society of Mechanical Engineers (ASME) code.  
 Prerequisites: WLD 1102, 1103
- WLD 1180 – Basic Welding** 2 0 3 3  
 A short course in welding, both oxyacetylene and electric, designed as a helping course for Air Conditioning and Refrigeration, Sheet Metal and Machine Shop. This course covers a minimum of technical facts and is designed to teach the student to weld in the flat position only with electric arc and oxyacetylene.  
 Prerequisite: None

ZOOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ZOO 260 — Field Zoology	3	3	0	4
Explores and develops methods, principles, and application of zoological field study. Local North Carolina Fauna emphasized, especially vertebrates.				
Prerequisites: BIO 161, 162, 163 or permission of instructor				





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A.A.S.-Coastal Carolina Community College	
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M.S.-University of Denver	
Suzanne R. Neff .....	Job Placement Specialist, Human Services
B.A.-Trevecca Nazarene College	
M.A.-The University of West Florida	
Laura Payne .....	Human Services Coordinator
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M.S.-East Carolina University	
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Diploma-Coastal Carolina Community College	
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Nick Cobun	Department Head/Instructor, Criminal Justice
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M.A.-Appalachian State University	
Ed.D.-Nova University	



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M.S.N.-University of Virginia

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Diploma-Uniontown Hospital, School of Nursing  
B.S.N.-Pennsylvania State University  
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B.A.-Campbell University  
M.A.Ed.-East Carolina University

Raymond Johnston..... Department Head/Instructor, Business Computer Programming  
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M.A.Ed.-East Carolina University  
M.S.-University of Oregon  
Ed.D.-North Carolina State University

Kenneth Jones..... Instructor, Criminal Justice  
B.S.-N.C. Wesleyan College  
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Kenneth Kimmerle..... Instructor, Chemistry  
B.S.-Indiana State University  
M.A.-Indiana State University

Charlene Kozerow..... Instructor, Biology  
B.S.-College of Charleston  
M.S.-University of North Carolina at Wilmington

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M.A.-North Carolina Central University

Yvonne C. Leonard..... Instructor, Business Computer Programming  
B.S.-State University Col'lege at Buffalo  
M.S.-Boston University

Dewey H. Lewis..... Division Chair, Mathematics and Science/Instructor, Biology  
B.A.-Wake Forest University  
M.S.-University of North Carolina at Wilmington

Janet A. Light..... Instructor, Spanish  
B.S.-Bowling Green State University  
M.A.-Bowling Green State University

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M.A.Ed.-East Carolina University

Tamara McColgan..... Instructor, Mathematics  
B.A.-University of Mississippi  
M.S.-University of Mississippi  
Ph.D.-University of Mississippi

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 M.A.-University of North Carolina

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 M.A.-East Carolina University

Diana E. Reagen.....Department Head/Instructor, Surgical Technology  
 Diploma-Jackson Memorial School of Nursing

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A.B.-University of North Carolina  
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William Ritchie ..... Department Head/Instructor, Emergency Medical Science  
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Certificate-Coastal Carolina Community College  
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Diploma-Coastal Carolina Community College

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Leon Stimmel III ..... Instructor, Automotive Mechanics  
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Certified-NIASE

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J.D.-University of Buffalo

Bryan Thrift ..... Instructor, History  
B.A.-North Carolina State University  
M.A.-University of North Carolina-Chapel Hill

Kimberly F. Tripp ..... Instructor, Sociology  
B.A.-East Carolina University  
M.A.-East Carolina University  
Doctoral Student-North Carolina State University



Christine N. Weaver . . . . .	Department Head/Instructor, Medical Laboratory Technology MT (ASCP), CLS (NCA) B.S.-North Carolina S'tate University M.T.-Rex Hospital School of Medical Technology M.S.-East Carolina University
Nancy C. White . . . . .	Instructor, Psychology B.A.-East Carolina University M.A.-East Carolina University
Alexis S. Williams. . . . .	Instructor, Mathematics B.A.-Columbia College M.A.T.-The Citadel
Bobby Williams. . . . .	Instructor, Microcomputer Systems Technology Licensed Surveyor A.A.-Coastal Carolina Community College
Donald R. Williams. . . . .	Instructor, Drama B.A.-North Carolina Wesleyan College M.F.A.-Ohio University
Dennis T. Wimbish . . . . .	Instructor, English A.A.-Valencia Community College B.A.-Florida Technology University M.A.-Florida State University
Peter Yadowsky. . . . .	Instructor, Mathematics B.S.-United States Naval Academy M.S.-George Washington University M.S.-University of Rochester
Laura Young . . . . .	Instructor, Practical Nurse Education B.S.N.-Gwynedd-Mercy College M.S.-Golden Gate University

Student Services

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David G. Brulet . . . . .	Veterans Affairs B.A.-University of North Carolina-Wilmington
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Virginia Kinsman . . . . .	Receptionist/Typist, Registrars Office A.A.S.-Coastal Carolina Community College
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Sherry Mabry . . . . .	Receptionist/Typist, Registrars Office

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M.A.Ed.-East Carolina University	
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B.S.-Mary Washington College	

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The only valid philosophy for North Carolina is the philosophy of total education: a belief in the incomparable worth of all human beings, whose claims upon the State are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the State needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the market places of our State, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to the senior college, and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them on to maturity.

DR. DALLAS HERRING, Former Chairman  
N.C. State Board of Education

NOTES

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Coastal Carolina Community College  
444 Western Boulevard  
Jacksonville, North Carolina 28546  
Phone (919) 455-1221

